ePLANNING

ePlanning Scotland

User guide

Introduction

We have designed the ePlanning Scotland website to provide an efficient and supportive process for members of the public and professional services (such as architects and agents) to apply for planning permission or appeal against permission which has been refused or against conditions applied when permission is granted.

The online process provides easy-to-use forms to allow you to send in planning applications and appeals online and helps you to send in the relevant form, documents and correct fee.

This guide describe how to use the site.

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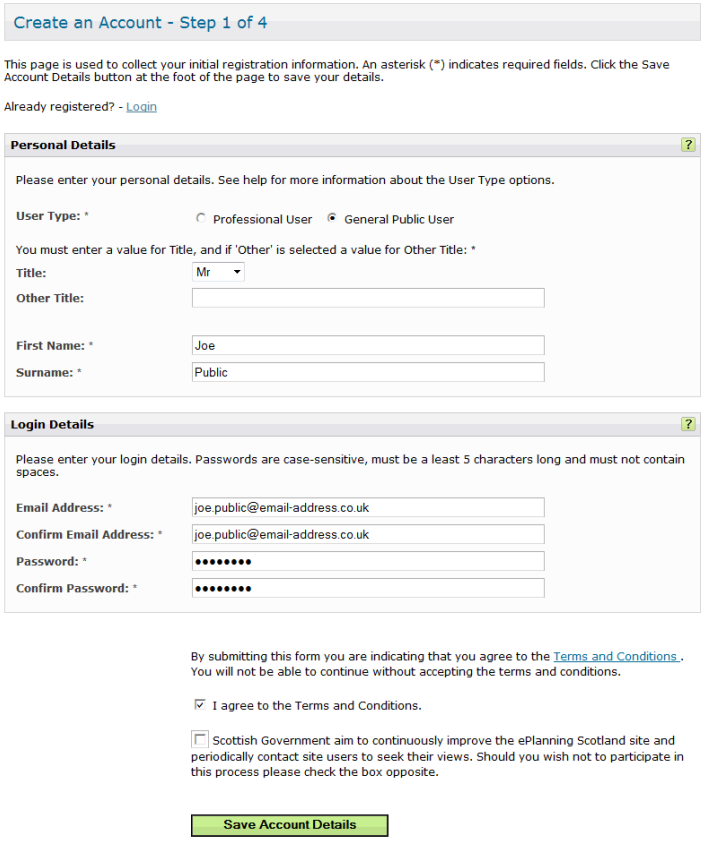
Create a user account

Before you can use the ePlanning Scotland site to manage planning applications and appeals, you must first create a user account.

1. To create a new user account click on the **Create an Account** button on the Home page.

Welcome to ePlanning Scotland
submit planning applications and appeals to your planning authority
share proposal information with others
download User Guide PDF (820Kb, requires Adobe Reader)
Login
Create an Account

2. Register your personal details by filling in the following fields.


Create an Account - Step 1 of 4
This page is used to collect your initial registration information. An asterisk (*) indicates required fields. Click the Save Account Details button at the foot of the page to save your details.
Already registered? - Login
Personal Details
Please enter your personal details. See help for more information about the User Type options.
User Type: *
Professional User
General Public User
You must enter a value for Title, and if 'Other' is selected a value for Other Title: *
Title:
Mr
Other Title:
First Name: *
Joe
Surname: *
Public
Login Details
Please enter your login details. Passwords are case-sensitive, must be a least 5 characters long and must not contain spaces.
Email Address: *
joe.public@email-address.co.uk
Confirm Email Address: *
joe.public@email-address.co.uk
Password: *
Confirm Password: *
By submitting this form you are indicating that you agree to the Terms and Conditions .
You will not be able to continue without accepting the terms and conditions.
I agree to the Terms and Conditions.
Scottish Government aim to continuously improve the ePlanning Scotland site and periodically contact site users to seek their views. Should you wish not to participate in this process please check the box opposite.
Save Account Details

- **User Type** – click to say whether you are a member of the public or a member of a professional organisation. Historic Environment (Amendment) (Scotland) Act 2011
- **Title** – Select the title you want to be addressed by.
- **First Name** – enter your first name.
- **Surname** – enter your surname.

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3. Your log-in details are the details that you will use to access ePlanning Scotland.

   - **Email Address** – enter your email address. Enter it again below to confirm that it is correct.

   - **Password** – enter a password that will allow only you to access your ePlanning Scotland account.

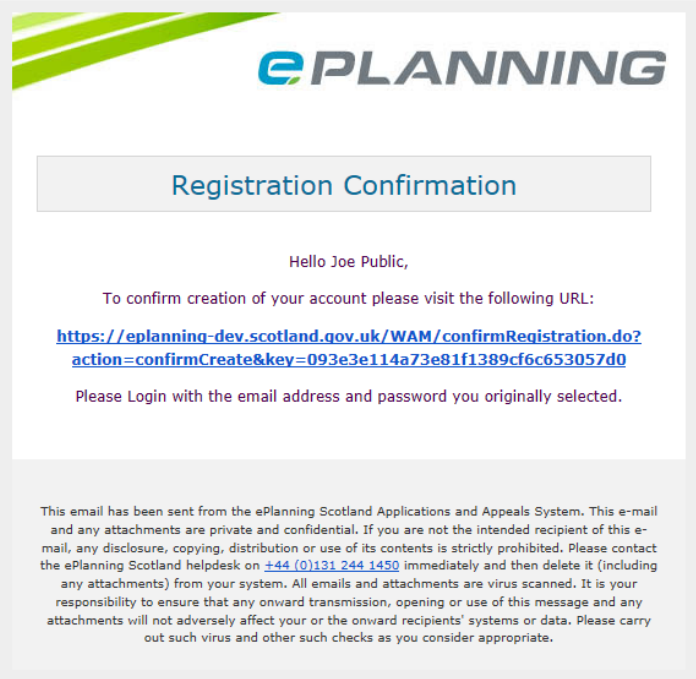
   Note Passwords must be at least five characters long and must not contain spaces.

   Enter the password again below to confirm that it is correct.

4. Click to read the terms and conditions that apply when you use this site. When you have read them, tick the box to show that you agree to them.

5. When you have entered your personal and log-in details, click on the **Save Account Details** button.

6. We will send you an email to the address you entered. This provides final confirmation that you want to create an ePlanning Scotland account. When the email arrives, click on the link to be returned to the ePlanning Scotland site.


ePLANNING
Registration Confirmation
Hello Joe Public,
To confirm creation of your account please visit the following URL:
https://eplanning-dev.scotland.gov.uk/WAM/confirmRegistration.do?action=confirmCreate&key=093e3e114a73e81f1389cf6c653057d0
Please Login with the email address and password you originally selected.
This email has been sent from the ePlanning Scotland Applications and Appeals System. This e-mail and any attachments are private and confidential. If you are not the intended recipient of this e-mail, any disclosure, copying, distribution or use of its contents is strictly prohibited. Please contact the ePlanning Scotland helpdesk on +44 (0)131 244 1450 immediately and then delete it (including any attachments) from your system. All emails and attachments are virus scanned. It is your responsibility to ensure that any onward transmission, opening or use of this message and any attachments will not adversely affect your or the onward recipients' systems or data. Please carry out such virus and other such checks as you consider appropriate.

7. When you click on the link, you will be brought back to the last step of setting up your account. You will need to add your address and phone number then click **Save Account Details** to finish.

8. Your account is now complete and you may log in and start using it.

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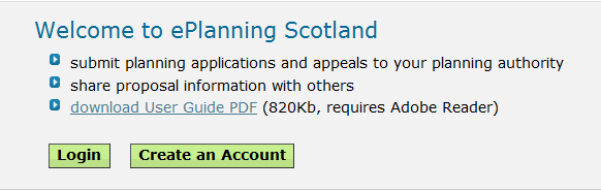
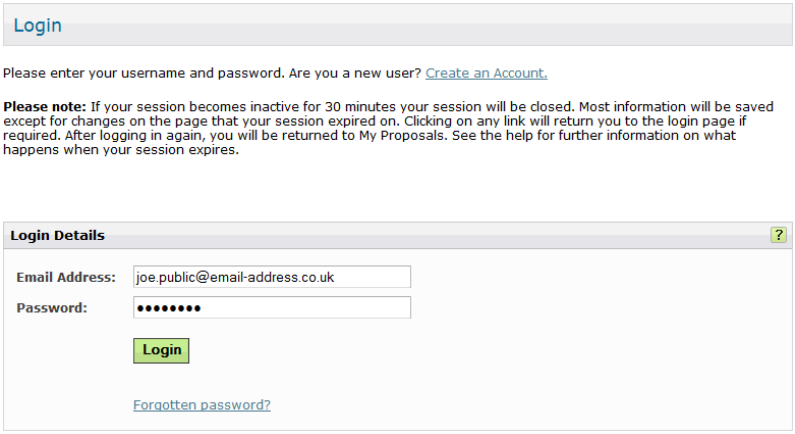
Log-in

To use ePlanning Scotland, you need to log in to the site using the user name and password you provided when you created your account.

1. Click on the **Log-in** button on the home page.


Welcome to ePlanning Scotland
submit planning applications and appeals to your planning authority
share proposal information with others
download User Guide PDF (820Kb, requires Adobe Reader)
Login
Create an Account

2. Enter your user name and password, then click on the **Log-in** button.


Login
Please enter your username and password. Are you a new user? Create an Account.
Please note: If your session becomes inactive for 30 minutes your session will be closed. Most information will be saved except for changes on the page that your session expired on. Clicking on any link will return you to the login page if required. After logging in again, you will be returned to My Proposals. See the help for further information on what happens when your session expires.
Login Details
Email Address:
joe.public@email-address.co.uk
Password:
Login
Forgotten password?

Timeout

After a period of inactivity (usually 30 minutes), your session will automatically be logged out. To continue working, you must log in again. Once you have done that you will be returned to your My proposals page.

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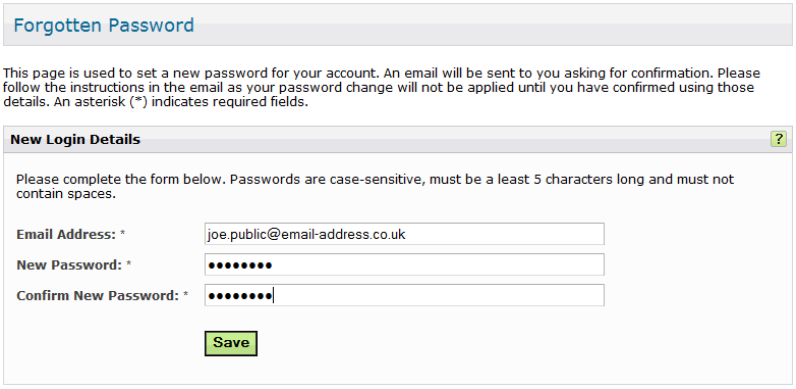
Forgotten password

1. If you forget your password, click on the **Forgotten password?** Link.


Forgotten Password
This page is used to set a new password for your account. An email will be sent to you asking for confirmation. Please follow the instructions in the email as your password change will not be applied until you have confirmed using those details. An asterisk (*) indicates required fields.
New Login Details
Please complete the form below. Passwords are case-sensitive, must be a least 5 characters long and must not contain spaces.
Email Address: *
joe.public@email-address.co.uk
New Password: *
Confirm New Password: *
Save

Enter your email address and then enter a new password twice. Press the **Save** button

2. We will send you a confirmation email to your email address. When it arrives, click on the confirmation link. You will now be able to log in with your new password.

Log-out

When you are finished with ePlanning Scotland, remember to log out by clicking on the **Log-out** button in the menu bar on the left-hand side of the screen.

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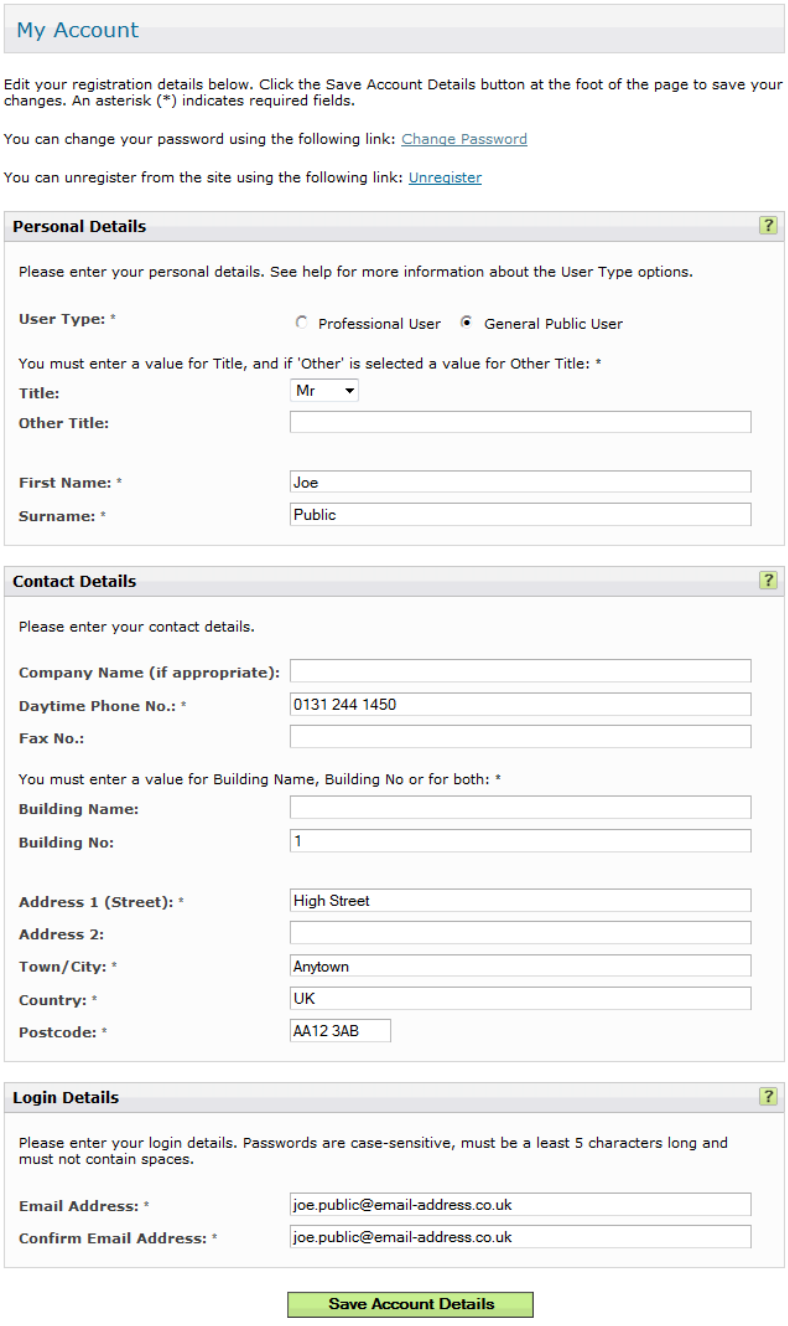
My account

Once your account has been created it is a good idea to add further details, such as your address, which you can include in your applications. You can access the My Account page at any time to allow you to update any of your account details.

1. To access your My Account page, click on My Account in the left-hand menu bar.


My Account
Edit your registration details below. Click the Save Account Details button at the foot of the page to save your changes. An asterisk (*) indicates required fields.
You can change your password using the following link: Change Password
You can unregister from the site using the following link: Unregister
Personal Details
Please enter your personal details. See help for more information about the User Type options.
User Type: *
Professional User
General Public User
You must enter a value for Title, and if 'Other' is selected a value for Other Title: *
Title:
Mr
Other Title:
First Name: *
Joe
Surname: *
Public
Contact Details
Please enter your contact details.
Company Name (if appropriate):
Daytime Phone No.: *
0131 244 1450
Fax No.:
You must enter a value for Building Name, Building No or for both: *
Building Name:
Building No:
1
Address 1 (Street): *
High Street
Address 2:
Town/City: *
Anytown
Country: *
UK
Postcode: *
AA12 3AB
Login Details
Please enter your login details. Passwords are case-sensitive, must be a least 5 characters long and must not contain spaces.
Email Address: *
joe.public@email-address.co.uk
Confirm Email Address: *
joe.public@email-address.co.uk
Save Account Details

2. Your personal details and Log-in details will be filled in already, but you can edit these at any time.

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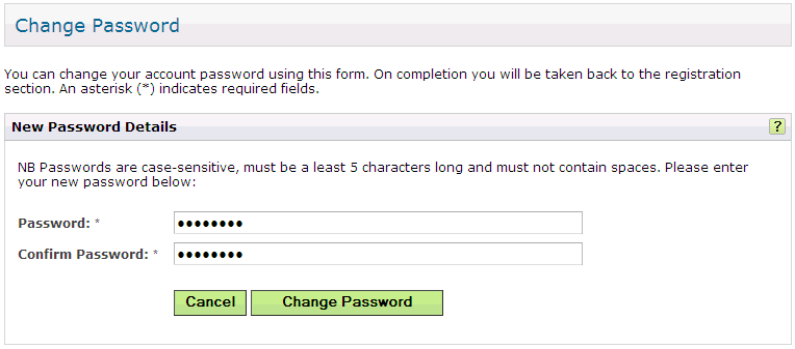
3. Fill in your contact details, including:

   - **company name**
   - **phone number**
   - **fax number**, and
   - **full address**, including postcode.

4. When you have finished, click on the **Save Account Details** button.

Change password

1. To update your password, click on the **Change Password** link in your My account page.


Change Password
You can change your account password using this form. On completion you will be taken back to the registration section. An asterisk (*) indicates required fields.
New Password Details
NB Passwords are case-sensitive, must be a least 5 characters long and must not contain spaces. Please enter your new password below:
Password: *
Confirm Password: *
Cancel
Change Password

2. Enter your new password then enter it again to confirm it. Click on the **Change Password** button to save the new password.

3. We will send you a confirmation email to your email address. When it arrives, click on the confirmation link. You will now be able to log in with your new password.

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Unregister

If you no longer want to use ePlanning Scotland, you can remove your details by **unregistering**.

Note If you are an organisation administrator, you must first transfer your administrator rights to another user or delete the organisation before you can unregister your details.

1. To unregister your details, click on the **Unregister** link in your My account page.

Confirm Unregister
You have chosen to unregister from the site. All your proposals will be removed from the site and you will be unable to log back in again unless you register again. If you wish to continue, re-enter your password and click on Confirm.
NB Passwords are case-sensitive, must be a least 5 characters long and must not contain spaces.
Confirm Password: *
••••••••
Cancel
Confirm

2. Confirm that you want to remove your details from ePlanning Scotland by entering your password in the **Confirm Password** box.

3. Click on the **Confirm** button.

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Sharing

It is often helpful to involve other people in your proposals to receive their opinions and help. The advice of architects and planning professionals can be invaluable, while neighbours may appreciate being able to view your plans while the planning process is ongoing.

You can invite other people to become ePlanning Scotland users and allow them either to view or edit your proposals, and other users can offer you the same invitation.

Professional users can create groups of users from their organisation who can automatically view proposals created by other members.

Receiving a sharing invitation

When someone sends you an invitation to view an application, we will send you an email telling you about this.

1. Log in to ePlanning Scotland.

2. You will be asked if you want to accept or refuse the invitation. Click on **Accept**.

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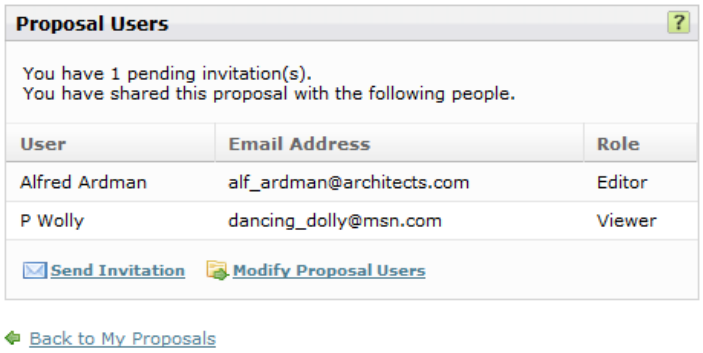
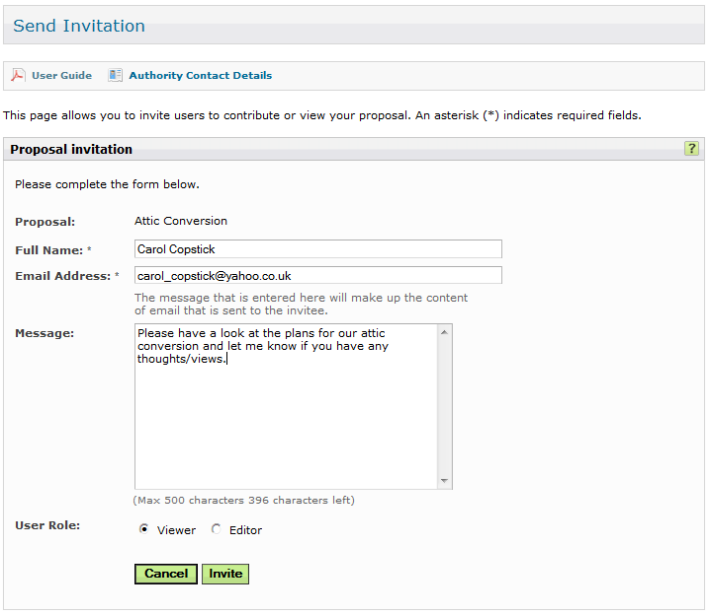
Sending a sharing invitation

Once you have created a proposal, you can invite others to view it by going to the Proposal users section in the Proposal summary page. You may invite as many users as you like.



1. On the Proposal summary page click on **Send Invitation**.


Send Invitation
User Guide
Authority Contact Details
This page allows you to invite users to contribute or view your proposal. An asterisk (*) indicates required fields.
Proposal invitation
Please complete the form below.
Proposal:
Attic Conversion
Full Name: *
Carol Copstick
Email Address: *
carol_copstick@yahoo.co.uk
The message that is entered here will make up the content of email that is sent to the invitee.
Message:
Please have a look at the plans for our attic conversion and let me know if you have any thoughts/views.
(Max 500 characters 396 characters left)
User Role:
Viewer
Editor
Cancel
Invite

2. Enter the name of the person you want to invite and then enter their email address.

3. Type a short note in the **Message** box to explain the purpose of the invitation.

4. Select the role that you want this user to have by choosing Viewer or Editor for **User Role**.

5. Click on the **Invite** button.

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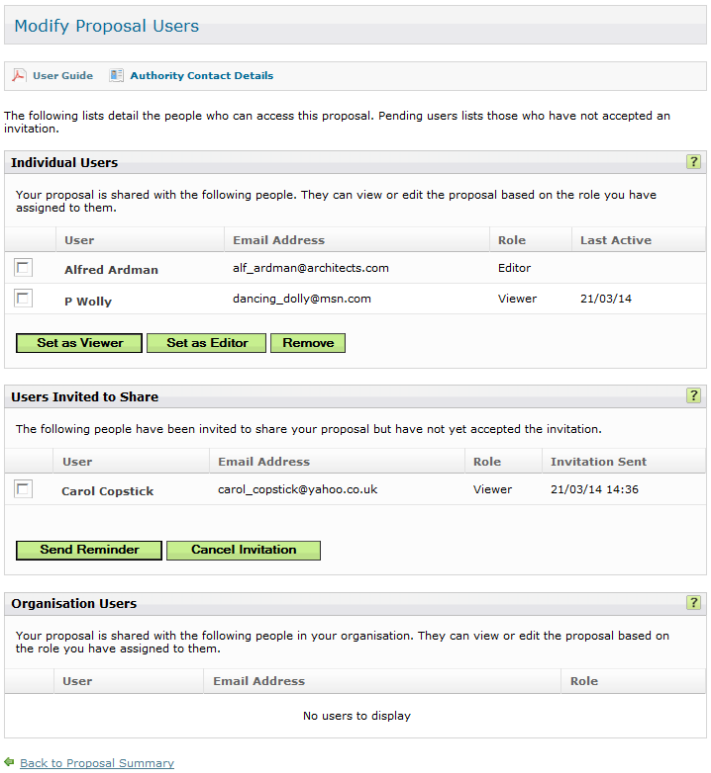
Modify proposal users

Once you have invited people to view your application, they will be entered into the proposal's 'Users invited to share' area until they either accept or refuse the invitation. The number of pending invitations is displayed in the Proposal users area of the Proposal summary.

You can modify the viewing rights for users who accept the invitation, and allow some of them to edit your proposal if you want to.


Modify Proposal Users
User Guide
Authority Contact Details
The following lists detail the people who can access this proposal. Pending users lists those who have not accepted an invitation.
Individual Users
Your proposal is shared with the following people. They can view or edit the proposal based on the role you have assigned to them.
User
Email Address
Role
Last Active
Alfred Ardman
alf_ardman@architects.com
Editor
P Wolly
dancing_dolly@msn.com
Viewer
21/03/14
Set as Viewer
Set as Editor
Remove
Users Invited to Share
The following people have been invited to share your proposal but have not yet accepted the invitation.
User
Email Address
Role
Invitation Sent
Carol Copstick
carol_copstick@yahoo.co.uk
Viewer
21/03/14 14:36
Send Reminder
Cancel Invitation
Organisation Users
Your proposal is shared with the following people in your organisation. They can view or edit the proposal based on the role you have assigned to them.
User
Email Address
Role
No users to display
Back to Proposal Summary

1. Click on **Modify Proposal Users** on the Proposal Summary page.

2. To change a user's rights from viewing to editing, select them and press **Set as Editor**.

3. To change a user's rights from editing to viewing, select them and press **Set as Viewer**.

4. To delete a user's ability to view your proposal, select them and press **Remove user**.

5. Users invited to share gives you a list of the users you have sent an invitation to but who have not yet accepted or refused. You can send a user a reminder email by selecting them in this section and clicking on the **Send Reminder** button. To withdraw the invitation, select the user and click on the **Cancel Invitation** button.

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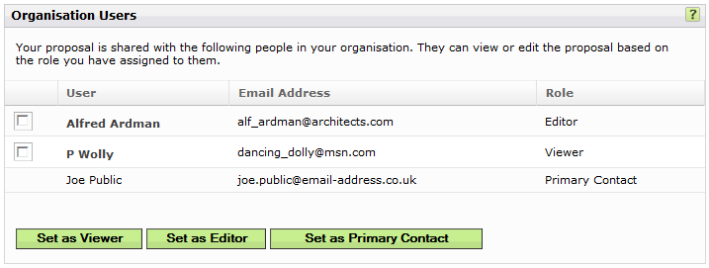
6. If you are a member of an organisation, your proposals will be accessible by all of your organisation's members.



These users will have one of the following roles.

- **Primary Contact** – the main user involved in the proposal. Only the Primary Contact can carry out the user roles for this proposal. If you created the proposal, this will be you unless you make another user the primary contact.

- **Primary Contact** – the main user involved in the proposal. Only the Primary Contact can carry out the user roles for this proposal. If you created the proposal, this will be you unless you make another user the primary contact.

- **Editor** – a user who can work on the proposal, editing the proposal details and filling in the attached forms.

- **Viewer** – a user who is not directly involved in completing the proposal but is allowed to view the proposal for information purposes only.

7. To make another member of your organisation the primary contact, select them and click on the **Set as Primary Contact** button.

Note When you transfer primary contact status to another user, you will automatically lose the ability to change the user status of that proposal unless you're the administrator of the organisation.

8. To allow a member of your organisation to edit the details of the proposal, select them and click on **Set as Editor**.

9. To restrict a member of your organisation to only viewing this proposal, select them and click on **Set as Viewer**.

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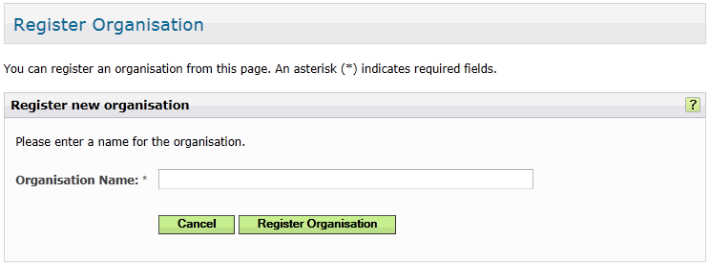
Organisations

Professional users can create groups of users, known as organisations. Organisations are used to allow members to collaborate on the proposals created by their colleagues. Generally these correspond to a business organisation or group of individuals who often work together.

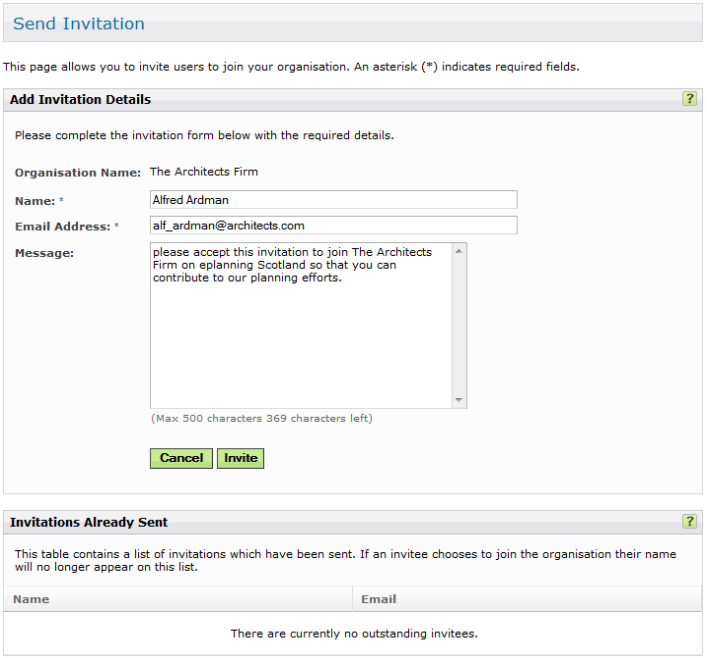
Note Users can only belong to one organisation.

1. To register an organisation on ePlanning Scotland, click on Sharing in the left-hand menu then click on **Register a new organisation** on the Sharing page.


Register Organisation
You can register an organisation from this page. An asterisk (*) indicates required fields.
Register new organisation
Please enter a name for the organisation.
Organisation Name: *
Cancel
Register Organisation

2. Enter a name for the organisation then click on the **Register Organisation** button.

3. Enter the name of the person you want to invite to join the organisation, then enter their email address.


Send Invitation
This page allows you to invite users to join your organisation. An asterisk (*) indicates required fields.
Add Invitation Details
Please complete the invitation form below with the required details.
Organisation Name: The Architects Firm
Name: * Alfred Ardman
Email Address: * alf_ardman@architects.com
Message: please accept this invitation to join The Architects Firm on eplanning Scotland so that you can contribute to our planning efforts.
(Max 500 characters 369 characters left)
Cancel
Invite
Invitations Already Sent
This table contains a list of invitations which have been sent. If an invitee chooses to join the organisation their name will no longer appear on this list.
Name
Email
There are currently no outstanding invitees.

4. Type a short note in the **Message** box to explain the purpose of the invitation.

5. Click on the **Invite** button.

6. Users who have not yet accepted or refused the invitation are listed under **Invitations Already Sent**. Those who choose to join the organisation will disappear from this list.

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Joining an organisation

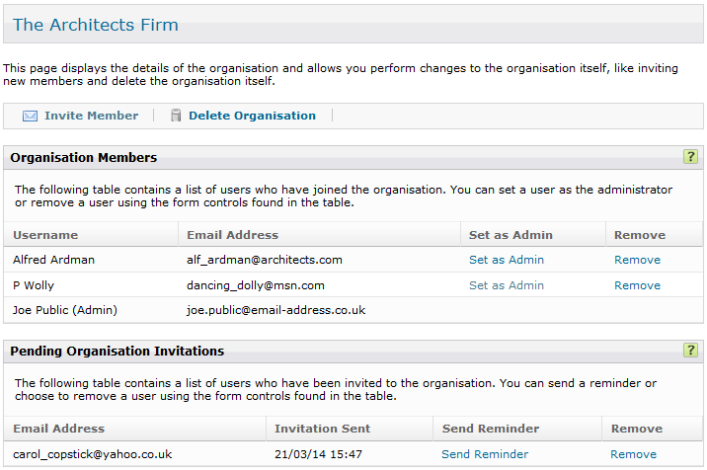
If you are invited to join an organisation, you will be sent an email. You can accept or refuse the invitation. Once you have accepted the invitation, the organisation's details will be shown in your Sharing page and all of the proposals that belong to the members of the organisation will be available in your My proposals page.

Notes

- You cannot remove yourself from an organisation. Only the organisation's administrator can do that.
- If the organisation is deleted, all users that belong to it (except the administrator) will lose access to the proposals.

Managing organisations

When you create an organisation, you are automatically made the organisation's administrator. This allows you to invite further users, remove existing users, or transfer the administrator role to another user.


The Architects Firm
This page displays the details of the organisation and allows you perform changes to the organisation itself, like inviting new members and delete the organisation itself.
Invite Member
Delete Organisation
Organisation Members
The following table contains a list of users who have joined the organisation. You can set a user as the administrator or remove a user using the form controls found in the table.
Username
Email Address
Set as Admin
Remove
Alfred Ardman
alf_ardman@architects.com
Set as Admin
Remove
P Wolly
dancing_dolly@msn.com
Set as Admin
Remove
Joe Public (Admin)
joe.public@email-address.co.uk
Pending Organisation Invitations
The following table contains a list of users who have been invited to the organisation. You can send a reminder or choose to remove a user using the form controls found in the table.
Email Address
Invitation Sent
Send Reminder
Remove
carol_copstick@yahoo.co.uk
21/03/14 15:47
Send Reminder
Remove

1. To invite another member to the organisation, click on **Invite Member** and enter the name, email address and invitation message. Then press **Invite**.

2. To remove a user from the organisation, click on the **Remove** button next to their name.

3. To transfer administrator rights to another organisation member, click on **Set as Admin** next to their name.

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4. Pending organisation invitations shows you the list of users you have sent an organisation invitation to but who have not yet accepted or refused. You can send a user a reminder email by clicking on **Send Reminder**. Or, to withdraw the invitation, click on the **Remove** button.

5. Pending organisation invitations shows you the list of users you have sent an organisation invitation to but who have not yet accepted or refused. You can send a user a reminder email by clicking on **Send Reminder**. Or, to withdraw the invitation, click on the **Remove** button.

6. If the organisation is no longer needed, you can delete it by clicking on **Delete Organisation**.

   When you delete an organisation, you will also be given the option of deleting the user accounts of the organisation's members. If you delete the user accounts, the proposals that were shared by the organisation become the property of only the administrator.

   If you do not take this option, the proposals go back to their original owners.

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Proposals

The main purpose of ePlanning Scotland is to help you create, manage and send in planning applications and appeals. All of this is done in your My proposals area.

A proposal includes a number of activities. Your My proposals area provides a number of tools to help you to work out which activities you need to do and allows you to keep track of their status until your proposal is ready to send in.

Proposal activities

You may need to carry out the following activities to complete your proposal.

- **Do you need planning permission?** – decide whether your proposal needs planning permission.
- **Do you need planning permission?** – decide whether your proposal needs planning permission.
- **What is the address of the proposal?** – choose which address or location the proposal refers to.
- **Fill in appropriate forms** – decide which forms you need for your proposal and fill them in.
- **Attach location plans** – decide whether you need location plans. If you do not already have access to location plans, you can buy and print them off via ePlanning Scotland.
- **Attach supporting documents** – if you need additional drawings, plans, images or reports to support your application, you can upload these and submit them with your application forms.
- **Send in certificates** – sign and send in any certificates which are needed.
- **Pay fees** – work out which fees will apply and pay the total amount.

As your proposals will stay active until you send them in, you can carry out these activities at different times until your proposal is ready. Once you have submitted your application, if you find that you need to add more supporting documents, you can do this from the Proposal Summary area.

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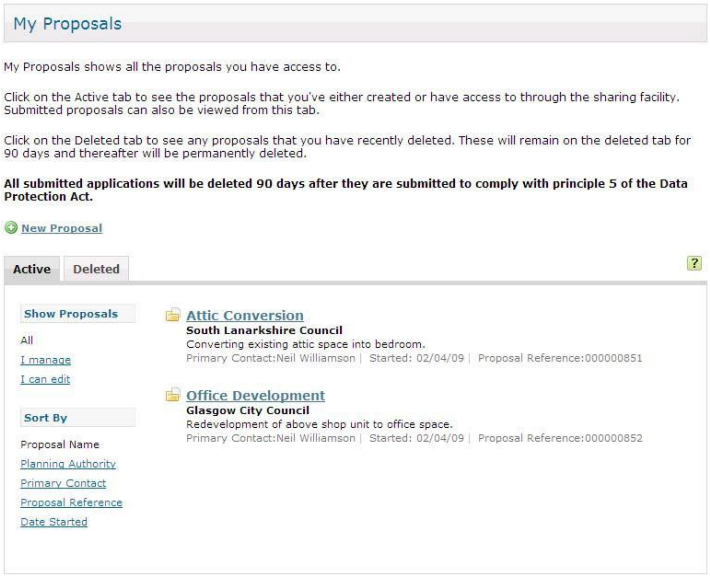
My proposals

Your My Proposals list displays all of the proposals in which you have some involvement.


My Proposals
My Proposals shows all the proposals you have access to.
Click on the Active tab to see the proposals that you've either created or have access to through the sharing facility. Submitted proposals can also be viewed from this tab.
Click on the Deleted tab to see any proposals that you have recently deleted. These will remain on the deleted tab for 90 days and thereafter will be permanently deleted.
All submitted applications will be deleted 90 days after they are submitted to comply with principle 5 of the Data Protection Act.
New Proposal
Active
Deleted
Show Proposals
All
I manage
I can edit
Sort By
Proposal Name
Planning Authority
Primary Contact
Proposal Reference
Date Started
Attic Conversion
South Lanarkshire Council
Converting existing attic space into bedroom.
Primary Contact:Neil Williamson | Started: 02/04/09 | Proposal Reference:000000851
Office Development
Glasgow City Council
Redevelopment of above shop unit to office space.
Primary Contact:Neil Williamson | Started: 02/04/09 | Proposal Reference:000000852

1. Under Show Proposals, click on **All** to display all of the proposals available to you. These will include your own proposals, as well as proposals that you have been invited to contribute to, either as a viewer or an editor.

2. Click on **I manage** to display only the proposals you are the primary contact for.

3. Click on **I can edit** to display the proposals you have been allowed to contribute to as an editor. You can sort the listed proposals in a number of ways.

    - **Proposal Name** – sort alphabetically by the name of the proposals.
    - **Planning Authority** – sort alphabetically by the planning authority.
    - **Primary Contact** – sort alphabetically by primary contact.
    - **Proposal Reference** – sort by the proposal reference.
    - **Date Started** – sort by the date you made your proposals (this only applies to proposals you own).

Active proposals are proposals currently in progress. When a proposal has been completed and sent in, you can delete it. You can see proposals deleted during the last 90 days in the **Deleted** area.

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Creating a proposal

1. To create a new proposal click on **New Proposal** in the My proposals page.

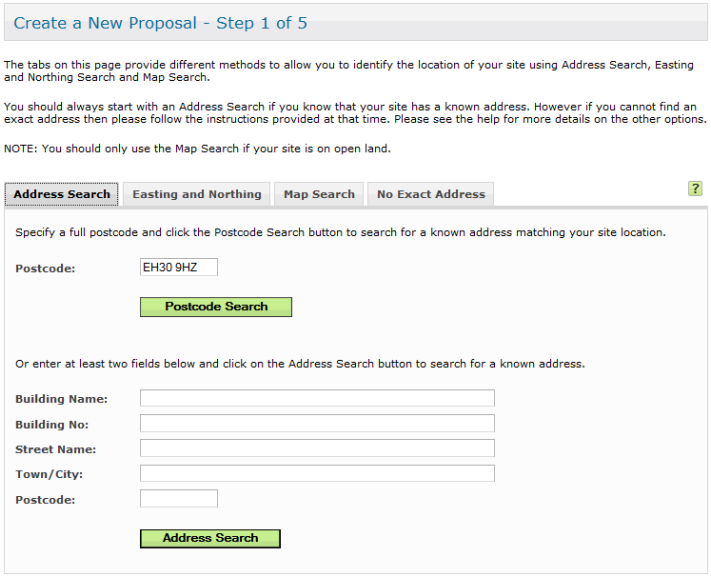
2. Identify the location of the proposal site. There are four ways of doing this.

   - **Address Search** – the address of the property.
   - **Easting and Northing** – the easting and northing references of the proposal location.
   - **Map Search** – an interactive map used to find a property when you do not know the exact address.
   - **No Exact Address** – you would use this option to identify a location where you cannot find an exact address or where the development covers several addresses.

What is the address of the proposal?

Address Search

If the address of the proposal is a building and you know the address or part of the address, you can enter that here.


Create a New Proposal - Step 1 of 5
The tabs on this page provide different methods to allow you to identify the location of your site using Address Search, Easting and Northing Search and Map Search.
You should always start with an Address Search if you know that your site has a known address. However if you cannot find an exact address then please follow the instructions provided at that time. Please see the help for more details on the other options.
NOTE: You should only use the Map Search if your site is on open land.
Address Search
Easting and Northing
Map Search
No Exact Address
Specify a full postcode and click the Postcode Search button to search for a known address matching your site location.
Postcode:
EH30 9HZ
Postcode Search
Or enter at least two fields below and click on the Address Search button to search for a known address.
Building Name:
Building No:
Street Name:
Town/City:
Postcode:
Address Search

1. If you know the postcode, enter it into the Postcode box and click on **Postcode Search** to display the search results list.

2. Or enter at least two pieces of information into the Address search fields then click on the **Address Search** tab.

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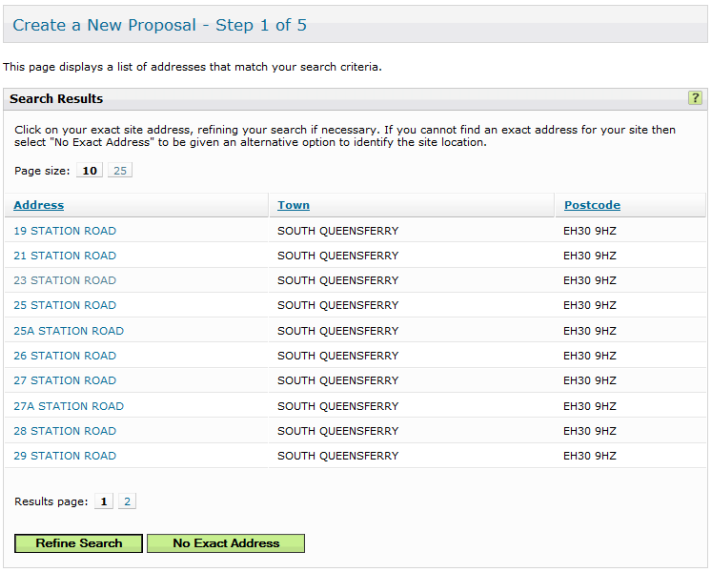
3. You don't have to enter information in every field, but the more information you supply the easier it will be to find the correct address.

4. Click the **Address Search** button to display the search results list.


Create a New Proposal - Step 1 of 5
This page displays a list of addresses that match your search criteria.
Search Results
Click on your exact site address, refining your search if necessary. If you cannot find an exact address for your site then select "No Exact Address" to be given an alternative option to identify the site location.
Page size: 10 25
Address
Town
Postcode
19 STATION ROAD SOUTH QUEENSFERRY EH30 9HZ
21 STATION ROAD SOUTH QUEENSFERRY EH30 9HZ
23 STATION ROAD SOUTH QUEENSFERRY EH30 9HZ
25 STATION ROAD SOUTH QUEENSFERRY EH30 9HZ
25A STATION ROAD SOUTH QUEENSFERRY EH30 9HZ
26 STATION ROAD SOUTH QUEENSFERRY EH30 9HZ
27 STATION ROAD SOUTH QUEENSFERRY EH30 9HZ
27A STATION ROAD SOUTH QUEENSFERRY EH30 9HZ
28 STATION ROAD SOUTH QUEENSFERRY EH30 9HZ
29 STATION ROAD SOUTH QUEENSFERRY EH30 9HZ
Results page: 1 2
Refine Search
No Exact Address

5. Find the correct address in the list. If necessary, sort the list according to the address, the town or the postcode by clicking on the links at the top of the list.

6. If there are lots of results, you can choose how many to display on one page by clicking on a **Page Size** button. Move between pages by clicking on the **Results Page** number you need.

7. When you have found the correct address, click on its name.

8. Review the details then click on the **Confirm Address** button (now see Confirm planning authority).

   Note If you discover a minor mistake in your address details, we recommend that you complete your proposal and then email your planning authority to report the mistake.

9. If there are too many results in the list, click on the **Refine Search** button to return to the **Address Search** page and enter more information.

10. If you cannot find a match, click on the **No Exact Address** button. If you have a broadband connection, you can select **I can use the mapping tool** to use the interactive map tool to find the address (see Map search). Click on **Continue**.

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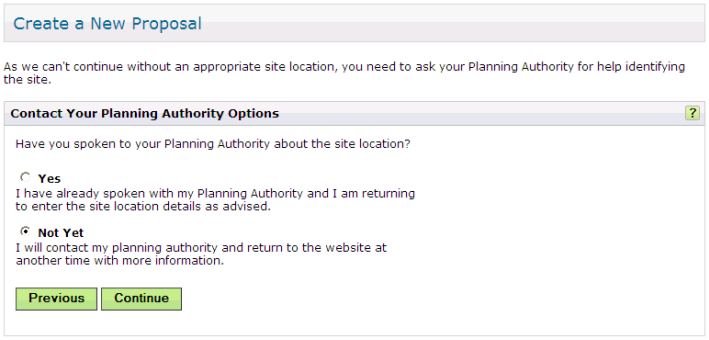
11. Otherwise, select **I cannot use the mapping tool** and click on **Continue**. This allows you to contact your planning authority to get information on the address that you can use in your proposal.


Create a New Proposal
As we can't continue without an appropriate site location, you need to ask your Planning Authority for help identifying the site.
Contact Your Planning Authority Options
Have you spoken to your Planning Authority about the site location?
Yes
I have already spoken with my Planning Authority and I am returning to enter the site location details as advised.
Not Yet
I will contact my planning authority and return to the website at another time with more information.
Previous
Continue

12. To contact your planning authority, select **Not Yet** and click on **Continue**. Select the appropriate planning authority and use the contact details to ask for the information you need. Either click on the **Return Later** button to leave the proposal so that you can go back to it when you have the information, or if you get the information immediately, click on the **Previous** button and continue.

13. When you have the information you need, you can return to this page, click on **Yes** and enter the information you have been given. Click on **Use as Site Location**, then click on **Confirm Address** (now see Confirm planning authority).

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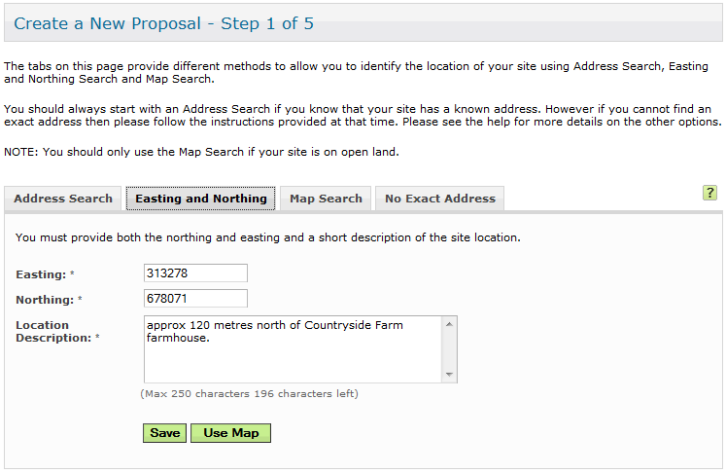
Easting and northing search

Eastings and northings are map references that you can use to point to a precise location. This search method is useful when you want to give a proposal location that does not currently have an address (for example, a plot of land).


Create a New Proposal - Step 1 of 5
The tabs on this page provide different methods to allow you to identify the location of your site using Address Search, Easting and Northing Search and Map Search.
You should always start with an Address Search if you know that your site has a known address. However if you cannot find an exact address then please follow the instructions provided at that time. Please see the help for more details on the other options.
NOTE: You should only use the Map Search if your site is on open land.
Address Search
Easting and Northing
Map Search
No Exact Address
You must provide both the northing and easting and a short description of the site location.
Easting: *
313278
Northing: *
678071
Location Description: *
approx 120 metres north of Countryside Farm farmhouse.
(Max 250 characters 196 characters left)
Save
Use Map

1. If the easting and northing search fields are not displayed, click on the **Easting and Northing** search tab.

2. Enter the easting value (between 0 and 500000) in the **Easting** box.

3. Enter the northing value (between 500000 and 1300000) in the **Northing** box.

4. Give a brief description of the location.

5. To use these references to define the proposal location, click on **Save**.

6. Click on the **Confirm Address** button (now see Confirm planning authority).

7. To check that these references have given you the correct location, you can view it on the interactive map. Click on the **Use Map** button (see Map search).

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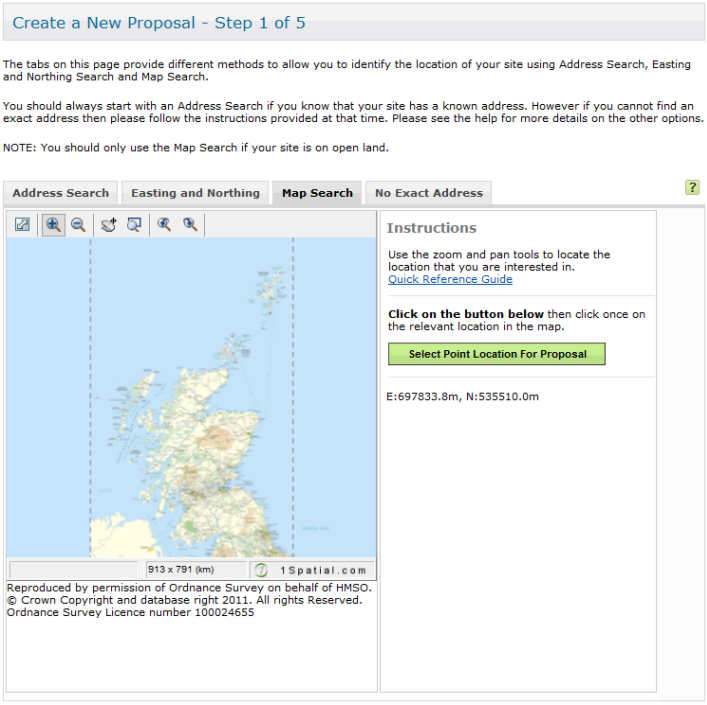
Map search

If your area of interest to the proposal is on open land, you can use the Map search feature to identify the location using an interactive map.


Create a New Proposal - Step 1 of 5
The tabs on this page provide different methods to allow you to identify the location of your site using Address Search, Easting and Northing Search and Map Search.
You should always start with an Address Search if you know that your site has a known address. However if you cannot find an exact address then please follow the instructions provided at that time. Please see the help for more details on the other options.
NOTE: You should only use the Map Search if your site is on open land.
Address Search
Easting and Northing
Map Search
No Exact Address
Instructions
Use the zoom and pan tools to locate the location that you are interested in.
Quick Reference Guide
Click on the button below then click once on the relevant location in the map.
Select Point Location For Proposal
E:697833.8m, N:535510.0m
913 x 791 (km)
1Spatial.com
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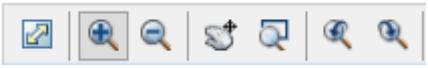
Note This feature is only recommended if you have broadband.

1. If the interactive map is not displayed, click on the **Map Search** tab.

2. The interactive map contains a number of tools to help you zoom in and find the correct address.



- **Initial map view** – click this to zoom the map out to show the whole of Scotland.
- **Zoom in** – select this tool then click a point on the map that you want to zoom in to.
- **Zoom out** – select this tool then click on the map to zoom out.
- **Pan mode** – to move around the map, select this then click on the map. Keeping the mouse button pressed down, drag the cursor in the direction that you want to pan.
- **Zoom to rectangle** – to zoom in on a certain area, select this tool then click and drag the cursor to draw an area on the map.
- **Previous view** – to return to the previous view, click on this tool.

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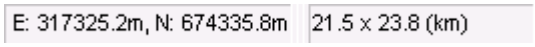
- **Next view** – when you have used the Previous view tool, click on this button to go to the view that followed the one that is currently displayed.

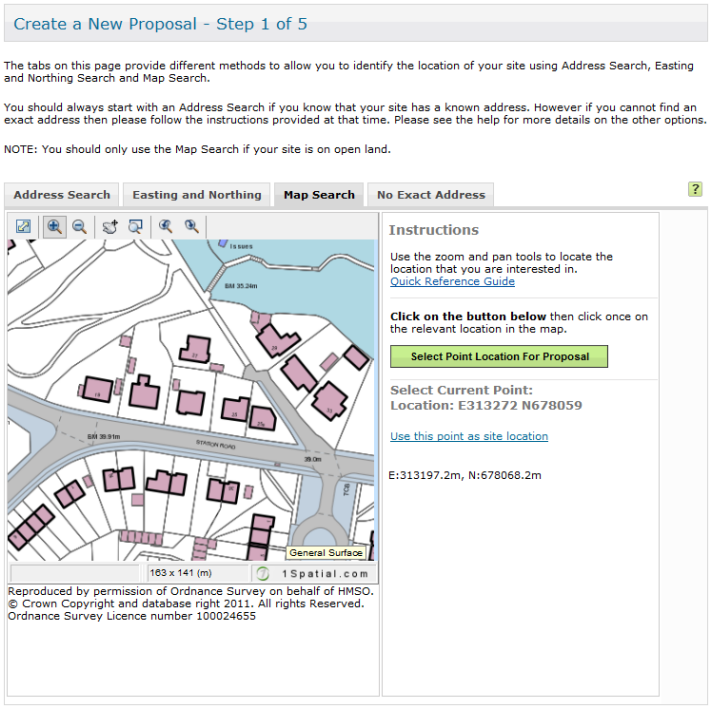
- **Select address** – to identify a location on the map that you want to use for the proposal location, select this tool and click on the desired point on the map. If you click on a building, the address will be displayed. If you click anywhere else, only the easting and northing reference will be displayed.



- **Eastings and northings reference** – displays the easting and northing reference of the place on the map that the cursor is currently pointing at.

- **Map area** – displays the dimensions of the area displayed by the map.

3. Use these tools to find the correct property. Click on the **Select Point Location for Proposal** button, then click on the map to identify the property.


Create a New Proposal - Step 1 of 5
The tabs on this page provide different methods to allow you to identify the location of your site using Address Search, Easting and Northing Search and Map Search.
You should always start with an Address Search if you know that your site has a known address. However if you cannot find an exact address then please follow the instructions provided at that time. Please see the help for more details on the other options.
NOTE: You should only use the Map Search if your site is on open land.
Address Search
Easting and Northing
Map Search
No Exact Address
Instructions
Use the zoom and pan tools to locate the location that you are interested in.
Quick Reference Guide
Click on the button below then click once on the relevant location in the map.
Select Point Location For Proposal
Select Current Point:
Location: E313272 N678059
Use this point as site location
E:313197.2m, N:678068.2m
General Surface
163 x 141 (m)
1Spatial.com
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4. To use the exact easting and northing reference as the proposal location, click on **Use this point as site location**.

5. Click on **Confirm Address**.

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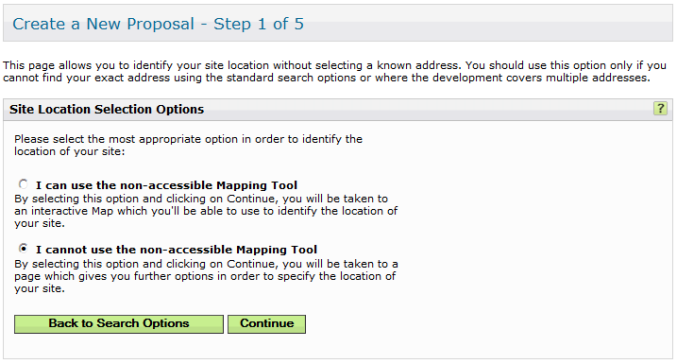
No Exact Address

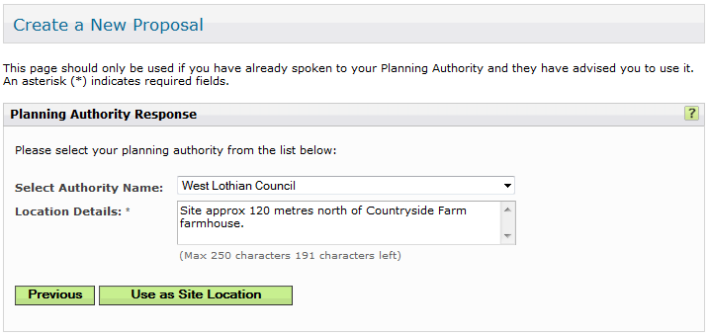
If there is no postcode address for the area that your site covers, you can enter a description of a site location here. Also. if your development covers several addresses, you can use this option to describe the site area.

1. Select the **No Exact Address** tab and click on **Continue**


Create a New Proposal - Step 1 of 5
This page allows you to identify your site location without selecting a known address. You should use this option only if you cannot find your exact address using the standard search options or where the development covers multiple addresses.
Site Location Selection Options
Please select the most appropriate option in order to identify the location of your site:
I can use the non-accessible Mapping Tool
By selecting this option and clicking on Continue, you will be taken to an interactive Map which you'll be able to use to identify the location of your site.
I cannot use the non-accessible Mapping Tool
By selecting this option and clicking on Continue, you will be taken to a page which gives you further options in order to specify the location of your site.
Back to Search Options
Continue

2. If your area of interest to the proposal is on open land, you can use the Map search feature to identify the location using an interactive map. Select **I can use the Mapping Tool** and click on **Continue** (please refer to Map search above).
   Note The interactive mapping tool is only recommended if you have broadband. If you do not have broadband or if your site location covers several addresses, select **I cannot use the Mapping Tool** and click on **Continue**.

3. You will need to discuss with your local planning authority and agree the description of the site location that you are going to use. Select **Yes** and click on **Continue** if you have already done this. Otherwise, select **Not Yet** and click on **Continue**. You will then be given a drop-down list of contact details for all local authorities so that you can contact them to discuss.


Create a New Proposal
This page should only be used if you have already spoken to your Planning Authority and they have advised you to use it.
An asterisk (*) indicates required fields.
Planning Authority Response
Please select your planning authority from the list below:
Select Authority Name:
West Lothian Council
Location Details: *
Site approx 120 metres north of Countryside Farm farmhouse.
(Max 250 characters 191 characters left)
Previous
Use as Site Location

4. Once you have agreed a description of the site location with the local authority and selected **Yes** at the above stage you will be given a drop-down list of authorities. Select the authority that the site location comes under and enter your description in the box. Click on **Use as Site Location.**

5. You will be asked to check and confirm the description that you entered, click on **Confirm Address.**

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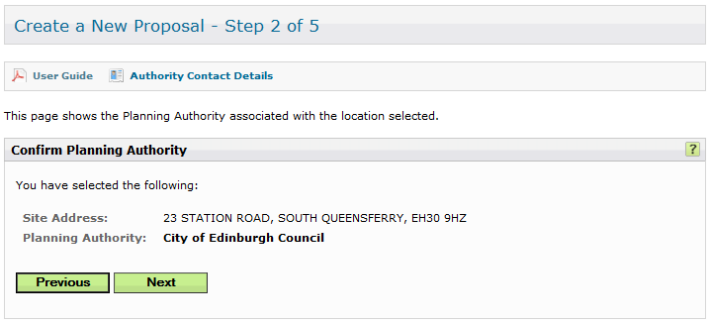
Confirm planning authority

Once you have chosen the proposal location, the appropriate planning authority will be displayed.


Create a New Proposal - Step 2 of 5
User Guide
Authority Contact Details
This page shows the Planning Authority associated with the location selected.
Confirm Planning Authority
You have selected the following:
Site Address: 23 STATION ROAD, SOUTH QUEENSFERRY, EH30 9HZ
Planning Authority: City of Edinburgh Council
Previous
Next

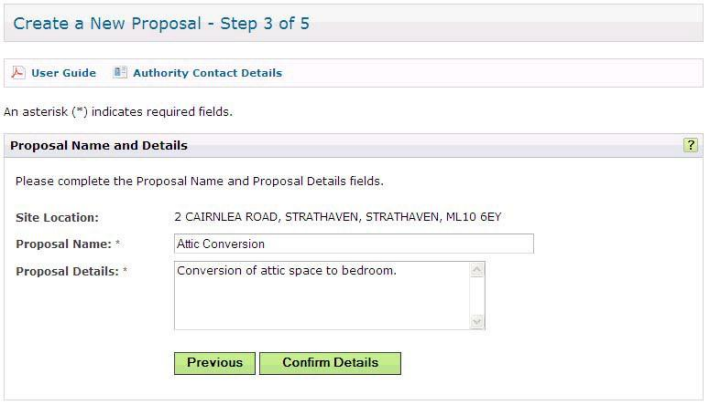
1. Check the planning authority that is suggested.

2. If this is correct, click on the **Next** button.

3. If it is not correct, please contact the relevant authority direct. You can find the authority contact details by clicking on **Authority Contact Details**.

Name proposal

You now need to name the proposal and give it a short description.


Create a New Proposal - Step 3 of 5
User Guide
Authority Contact Details
An asterisk (*) indicates required fields.
Proposal Name and Details
Please complete the Proposal Name and Proposal Details fields.
Site Location: 2 CAIRNLEA ROAD, STRATHAVEN, STRATHAVEN, ML10 6EY
Proposal Name: * Attic Conversion
Proposal Details: * Conversion of attic space to bedroom.
Previous
Confirm Details

1. Enter a name for the proposal in the **Proposal Name** box.

2. Briefly describe the proposal in the **Proposal Details** box.

3. Click on **Confirm Details**.

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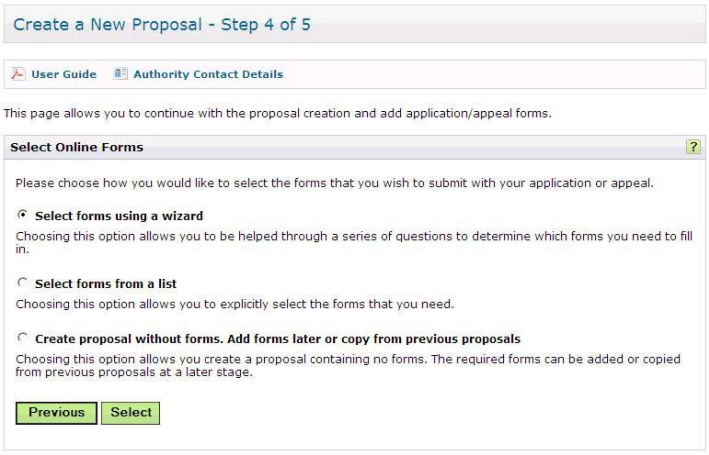
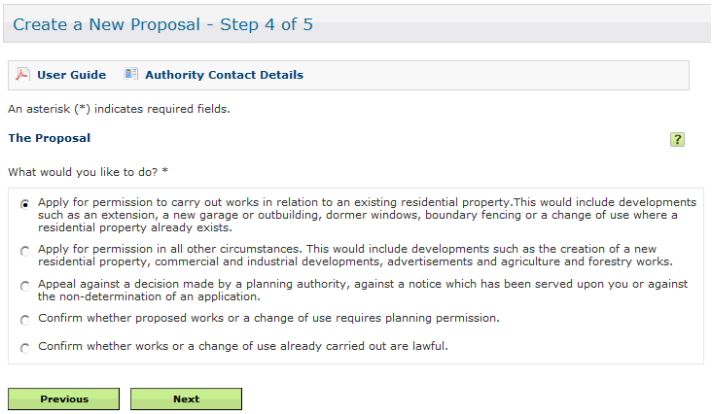
Select forms

At this stage you can choose which forms you will need to fill in and send with the application. You do not have to do this at this stage, but you may find it easier if you do.


Create a New Proposal - Step 4 of 5
User Guide
Authority Contact Details
This page allows you to continue with the proposal creation and add application/appeal forms.
Select Online Forms
Please choose how you would like to select the forms that you wish to submit with your application or appeal.
Select forms using a wizard
Choosing this option allows you to be helped through a series of questions to determine which forms you need to fill in.
Select forms from a list
Choosing this option allows you to explicitly select the forms that you need.
Create proposal without forms. Add forms later or copy from previous proposals
Choosing this option allows you create a proposal containing no forms. The required forms can be added or copied from previous proposals at a later stage.
Previous
Select

1. From the options provided, choose one of the following and press **Select**.

2. **Select forms using a wizard** – we recommend this if you are not sure about the planning process.


Create a New Proposal - Step 4 of 5
User Guide
Authority Contact Details
An asterisk (*) indicates required fields.
The Proposal
What would you like to do? *
Apply for permission to carry out works in relation to an existing residential property.This would include developments such as an extension, a new garage or outbuilding, dormer windows, boundary fencing or a change of use where a residential property already exists.
Apply for permission in all other circumstances. This would include developments such as the creation of a new residential property, commercial and industrial developments, advertisements and agriculture and forestry works.
Appeal against a decision made by a planning authority, against a notice which has been served upon you or against the non-determination of an application.
Confirm whether proposed works or a change of use requires planning permission.
Confirm whether works or a change of use already carried out are lawful.
Previous
Next

The 'Which form?' wizard leads you through a number of questions related to the nature of your proposal. Once you have answered the questions on each page, the wizard will recommend one or more forms you need to fill in with your application or appeal. The 'Which form?' wizard selects only the forms you need. It does not offer forms that might be suggested as possible or optional.

You can access the 'Which form?' wizard at any time by clicking on the '**Which form?' wizard** link in the left-hand menu bar. If you have already used the 'Which form?' wizard for this application, the forms you need will have already been chosen.

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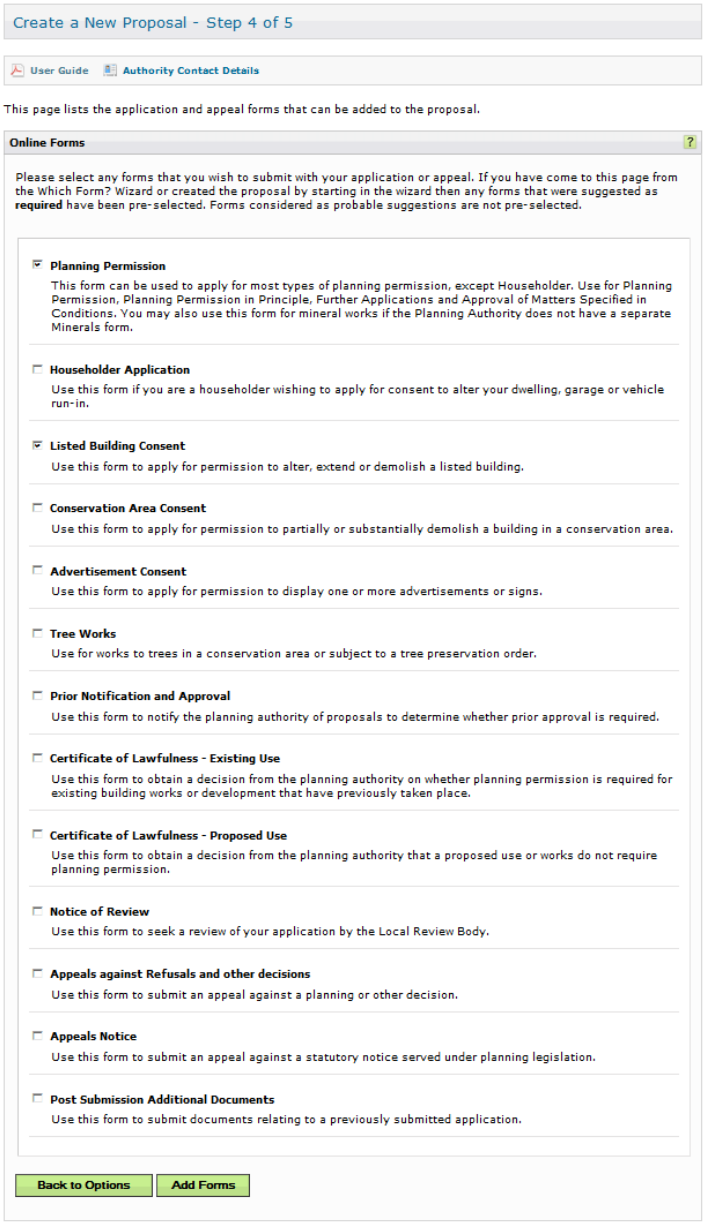
3. **Select forms from a list** – if you are a little more experienced with the planning process and know which forms you will need, you can choose the forms appropriate to your application direct.


Create a New Proposal - Step 4 of 5
User Guide
Authority Contact Details
This page lists the application and appeal forms that can be added to the proposal.
Online Forms
Please select any forms that you wish to submit with your application or appeal. If you have come to this page from the Which Form? Wizard or created the proposal by starting in the wizard then any forms that were suggested as required have been pre-selected. Forms considered as probable suggestions are not pre-selected.
Planning Permission
This form can be used to apply for most types of planning permission, except Householder. Use for Planning Permission, Planning Permission in Principle, Further Applications and Approval of Matters Specified in Conditions. You may also use this form for mineral works if the Planning Authority does not have a separate Minerals form.
Householder Application
Use this form if you are a householder wishing to apply for consent to alter your dwelling, garage or vehicle run-in.
Listed Building Consent
Use this form to apply for permission to alter, extend or demolish a listed building.
Conservation Area Consent
Use this form to apply for permission to partially or substantially demolish a building in a conservation area.
Advertisement Consent
Use this form to apply for permission to display one or more advertisements or signs.
Tree Works
Use for works to trees in a conservation area or subject to a tree preservation order.
Prior Notification and Approval
Use this form to notify the planning authority of proposals to determine whether prior approval is required.
Certificate of Lawfulness - Existing Use
Use this form to obtain a decision from the planning authority on whether planning permission is required for existing building works or development that have previously taken place.
Certificate of Lawfulness - Proposed Use
Use this form to obtain a decision from the planning authority that a proposed use or works do not require planning permission.
Notice of Review
Use this form to seek a review of your application by the Local Review Body.
Appeals against Refusals and other decisions
Use this form to submit an appeal against a planning or other decision.
Appeals Notice
Use this form to submit an appeal against a statutory notice served under planning legislation.
Post Submission Additional Documents
Use this form to submit documents relating to a previously submitted application.
Back to Options
Add Forms

Once you have chosen the correct forms, click on the **Add Forms** button.

4. **Create proposal without forms** – instead of adding the forms now, you can choose to skip this step. You can then add the forms later or copy them from a previously created proposal by choosing this option.

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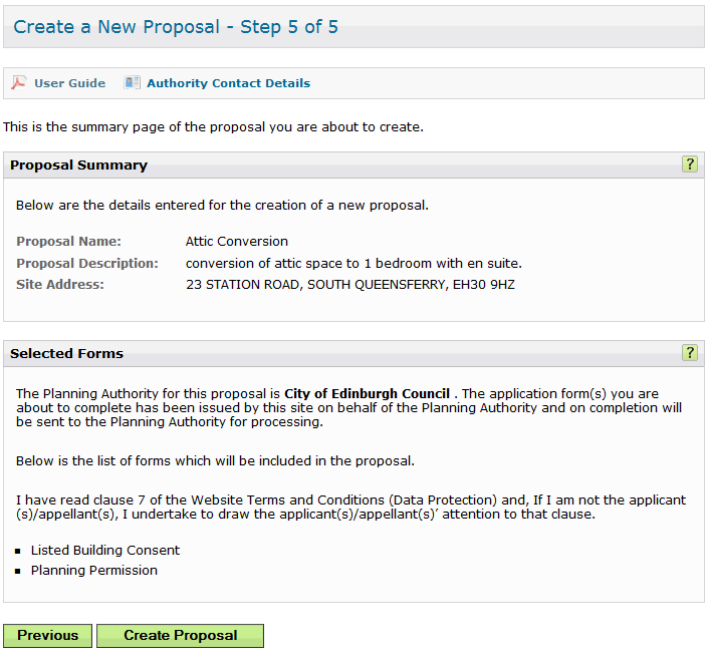
Create proposal

The final step in creating your proposal is to check the proposal summary and enter the proposal into your My proposals area.


Create a New Proposal - Step 5 of 5
User Guide
Authority Contact Details
This is the summary page of the proposal you are about to create.
Proposal Summary
Below are the details entered for the creation of a new proposal.
Proposal Name: Attic Conversion
Proposal Description: conversion of attic space to 1 bedroom with en suite.
Site Address: 23 STATION ROAD, SOUTH QUEENSFERRY, EH30 9HZ
Selected Forms
The Planning Authority for this proposal is City of Edinburgh Council . The application form(s) you are about to complete has been issued by this site on behalf of the Planning Authority and on completion will be sent to the Planning Authority for processing.
Below is the list of forms which will be included in the proposal.
I have read clause 7 of the Website Terms and Conditions (Data Protection) and, If I am not the applicant (s)/appellant(s), I undertake to draw the applicant(s)/appellant(s)' attention to that clause.
Listed Building Consent
Planning Permission
Previous
Create Proposal

1. Read carefully through the proposal summary and the list of selected forms and make sure that these are accurate.

2. If you need to make any changes, click the **Previous** button and step back through the process to the step that needs changing.

3. When you are happy that the proposal details are correct, click on the **Create Proposal** button.

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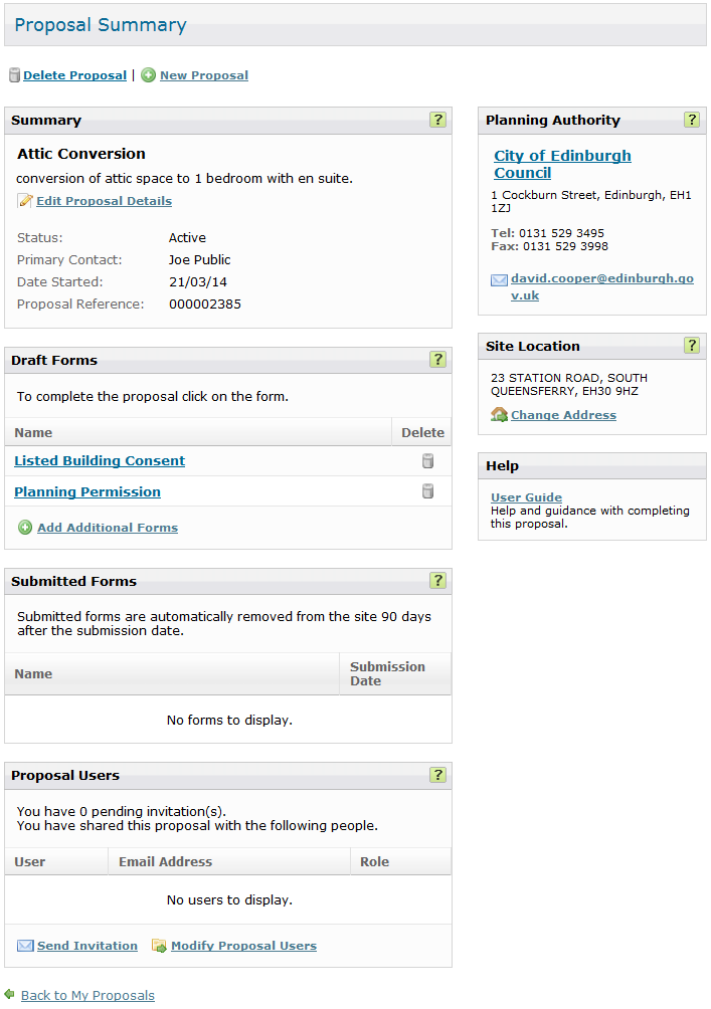
Completing a proposal

In My proposals, click on a proposal name to view its **Proposal Summary**.



In this area you can:

- fill in the application forms you selected when you created the proposal
- **add** new forms or copy existing ones
- review forms that you have already sent in
- edit the **proposal details**
- edit the proposal **site location**
- **invite** people to view the proposal and manage their roles (see Sharing), and
- contact the relevant **planning or appeals authority**.

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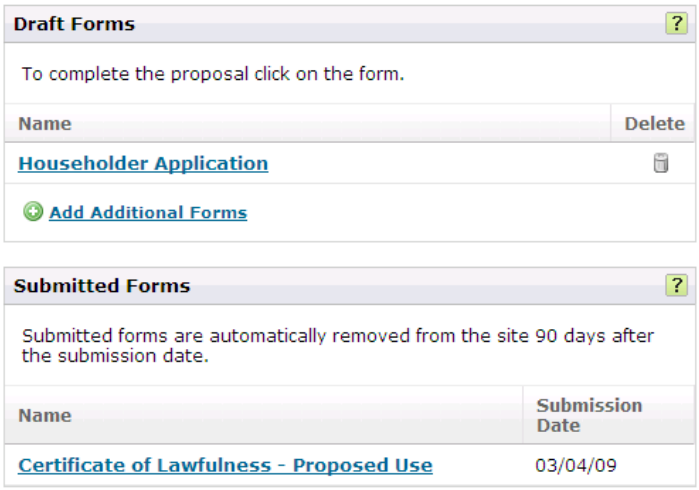
Clarity approved by Plain English Campaign

Filling in an application

To send in your proposal you need to fill in all of the relevant application forms. This process may include filling in the individual forms, providing supporting material such as location plans, providing certificates, and paying fees.

Application forms

If you have not filled in a form fully, it will be listed in the **Draft Forms** section of the Proposal summary page. You can delete any draft form by clicking on the **Delete** button.



Forms which you have completed will be listed in the **Submitted Forms** area. These forms are kept for up to 90 days during which you can refer to them for information or copy them for use in other applications. 90 days after you have sent a form in it will be deleted from your application.

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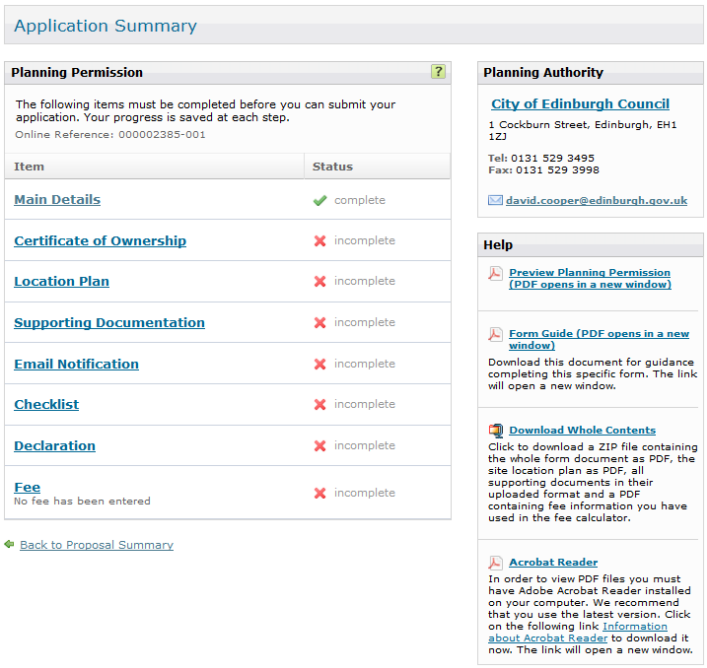
Filling in a form

1. In the Draft forms area of the Proposal summary click on the name of the application to access the **Application Summary** page.


Application Summary
Planning Permission
The following items must be completed before you can submit your application. Your progress is saved at each step.
Online Reference: 000002385-001
Item
Status
Main Details
complete
Certificate of Ownership
incomplete
Location Plan
incomplete
Supporting Documentation
incomplete
Email Notification
incomplete
Checklist
incomplete
Declaration
incomplete
Fee
No fee has been entered
incomplete
Back to Proposal Summary
Planning Authority
City of Edinburgh Council
1 Cockburn Street, Edinburgh, EH1 1ZJ
Tel: 0131 529 3495
Fax: 0131 529 3998
david.cooper@edinburgh.gov.uk
Help
Preview Planning Permission (PDF opens in a new window)
Form Guide (PDF opens in a new window)
Download this document for guidance completing this specific form. The link will open a new window.
Download Whole Contents
Click to download a ZIP file containing the whole form document as PDF, the site location plan as PDF, all supporting documents in their uploaded format and a PDF containing fee information you have used in the fee calculator.
Acrobat Reader
In order to view PDF files you must have Adobe Acrobat Reader installed on your computer. We recommend that you use the latest version. Click on the following link Information about Acrobat Reader to download it now. The link will open a new window.

2. Each element of the application has a status displayed. You need to fill in each element and change all of the status indicators to ticks. Remember that you do not have to fill in an application all at once, you can log out and return to fill more of it in at a later time.

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Location plan

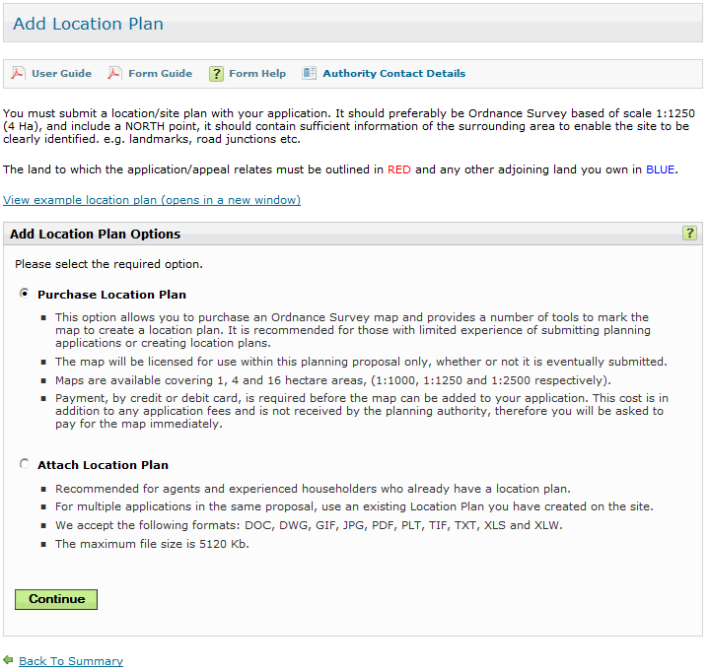
You have to fill in the location plan as part of your application, because it shows clearly the property that is covered by the proposal.

ePlanning Scotland offers you the choice of:

- buying and marking up the plan online, or
- attaching an existing plan and sending it either by online upload or post.

Note if you used the 'No Exact Address' tab when creating your proposal and entered a description of the location, there will not be the option here to buy a map. You will need to either attach or post in your own location plan.

1. Click on **Location Plan** in the Proposal summary.

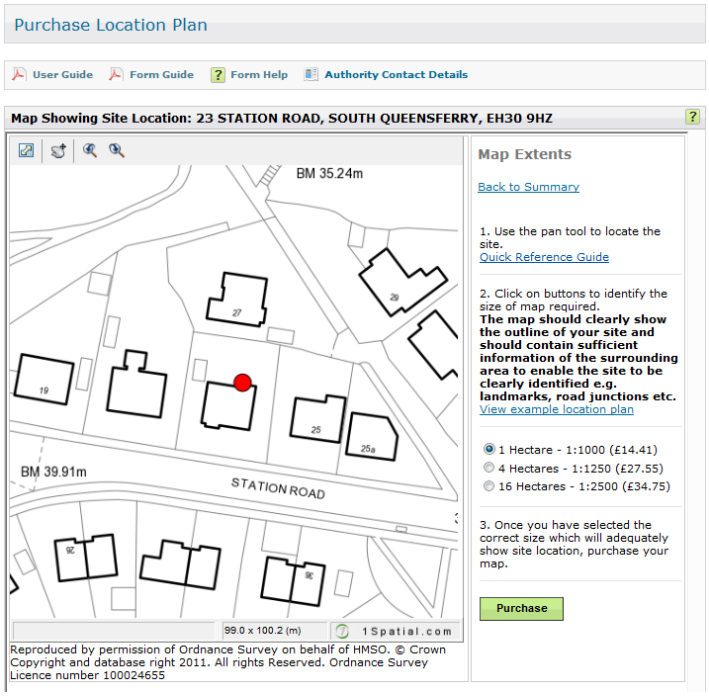

Add Location Plan
User Guide
Form Guide
Form Help
Authority Contact Details
You must submit a location/site plan with your application. It should preferably be Ordnance Survey based of scale 1:1250 (4 Ha), and include a NORTH point, it should contain sufficient information of the surrounding area to enable the site to be clearly identified. e.g. landmarks, road junctions etc.
The land to which the application/appeal relates must be outlined in RED and any other adjoining land you own in BLUE.
View example location plan (opens in a new window)
Add Location Plan Options
Please select the required option.
Purchase Location Plan
This option allows you to purchase an Ordnance Survey map and provides a number of tools to mark the map to create a location plan. It is recommended for those with limited experience of submitting planning applications or creating location plans.
The map will be licensed for use within this planning proposal only, whether or not it is eventually submitted.
Maps are available covering 1, 4 and 16 hectare areas, (1:1000, 1:1250 and 1:2500 respectively).
Payment, by credit or debit card, is required before the map can be added to your application. This cost is in addition to any application fees and is not received by the planning authority, therefore you will be asked to pay for the map immediately.
Attach Location Plan
Recommended for agents and experienced householders who already have a location plan.
For multiple applications in the same proposal, use an existing Location Plan you have created on the site.
We accept the following formats: DOC, DWG, GIF, JPG, PDF, PLT, TIF, TXT, XLS and XLW.
The maximum file size is 5120 Kb.
Continue
Back To Summary

2. Select whether to **buy** the plan online or **attach** an existing one.

Buy the location plan

1. If you are not used to making planning applications, we recommend that you buy a location plan from ePlanning Scotland, mark it up with the relevant information and attach it to your application. To do this, select **Purchase Location Plan**, then click on **Continue**.

   Note This opens the interactive mapping tool. (Not suitable if you don't have broadband.)


Purchase Location Plan
User Guide
Form Guide
Form Help
Authority Contact Details
Map Showing Site Location: 23 STATION ROAD, SOUTH QUEENSFERRY, EH30 9HZ
BM 35.24m
BM 39.91m
STATION ROAD
Map Extents
Back to Summary
1. Use the pan tool to locate the site.
Quick Reference Guide
2. Click on buttons to identify the size of map required.
The map should clearly show the outline of your site and should contain sufficient information of the surrounding area to enable the site to be clearly identified e.g. landmarks, road junctions etc.
View example location plan
1 Hectare - 1:1000 (£14.41)
4 Hectares - 1:1250 (£27.55)
16 Hectares - 1:2500 (£34.75)
3. Once you have selected the correct size which will adequately show site location, purchase your map.
Purchase
99.0 x 100.2 (m)
1Spatial.com
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2. The interactive map tool displays the area around the proposal location. You can adjust this using the zoom and pan tools if you like.

3. Select the map area size that you want to buy then click on the **Purchase** button. Use the online payment tool to buy the plan you asked for.

4. Once you have bought a map, you can use it to show the planning information relevant to your proposal. Click on **Next**. You will be able to:

   - add a **Site Boundary** to show the proposal site
   - show the boundaries of **Adjacent ownership** properties, and
   - **Review and confirm** what you have added.

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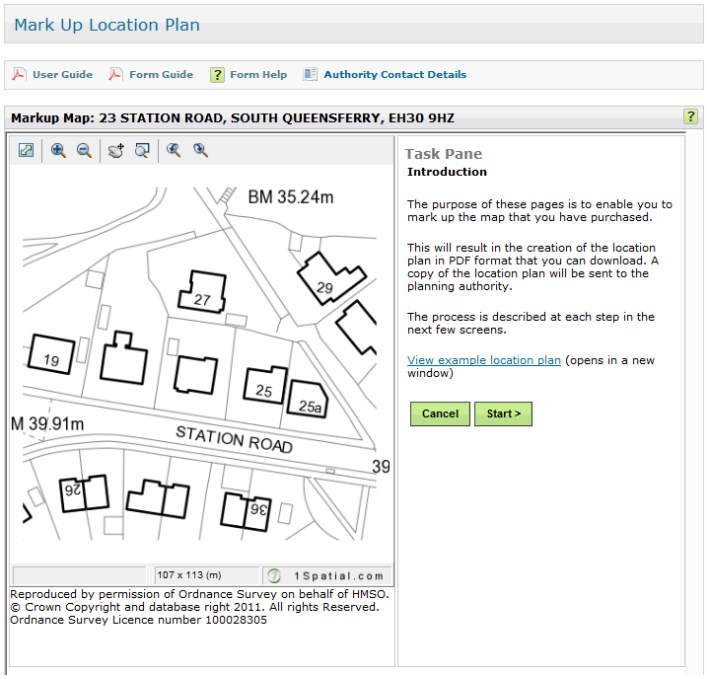
Clarity approved by Plain English Campaign


Mark Up Location Plan
User Guide
Form Guide
Form Help
Authority Contact Details
Markup Map: 23 STATION ROAD, SOUTH QUEENSFERRY, EH30 9HZ
BM 35.24m
27
29
19
25
25a
M 39.91m
STATION ROAD
39
26
36
107 x 113 (m)
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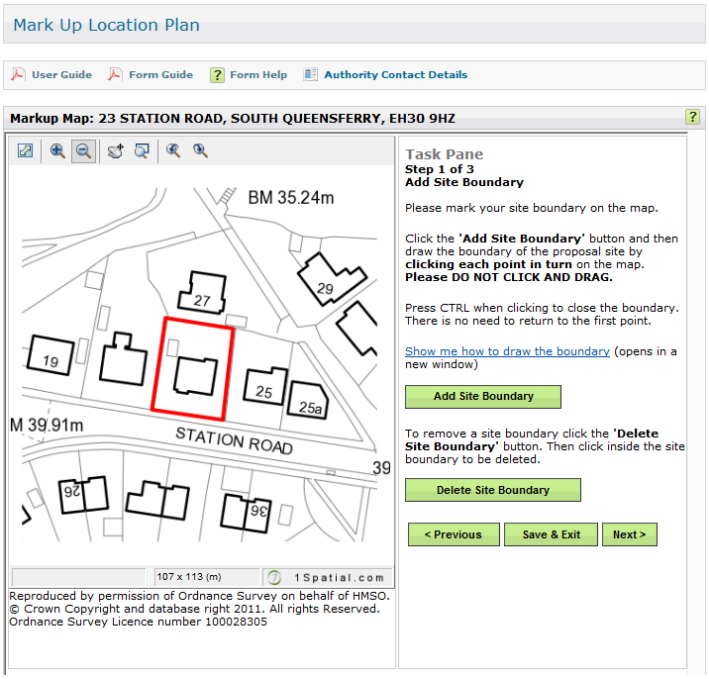
Task Pane
Introduction
The purpose of these pages is to enable you to mark up the map that you have purchased.
This will result in the creation of the location plan in PDF format that you can download. A copy of the location plan will be sent to the planning authority.
The process is described at each step in the next few screens.
View example location plan (opens in a new window)
Cancel
Start >

5. The process will instruct you on how to add each of the mark-up options in turn. You can use **Previous** or **Next** to navigate backward or forward through the options. If you need to leave the mark-up process without finishing it, you can click **Save & Exit** to save what you have done and return later.

6. Click on **Start>** to begin.

7. You can show the **Site boundary** by drawing a shape around the site on your map.


Mark Up Location Plan
User Guide
Form Guide
Form Help
Authority Contact Details
Markup Map: 23 STATION ROAD, SOUTH QUEENSFERRY, EH30 9HZ
BM 35.24m
27
29
19
25
25a
M 39.91m
STATION ROAD
39
26
36
107 x 113 (m)
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Task Pane
Step 1 of 3
Add Site Boundary
Please mark your site boundary on the map.
Click the 'Add Site Boundary' button and then draw the boundary of the proposal site by clicking each point in turn on the map.
Please DO NOT CLICK AND DRAG.
Press CTRL when clicking to close the boundary. There is no need to return to the first point.
Show me how to draw the boundary (opens in a new window)
Add Site Boundary
To remove a site boundary click the 'Delete Site Boundary' button. Then click inside the site boundary to be deleted.
Delete Site Boundary
< Previous
Save & Exit
Next >

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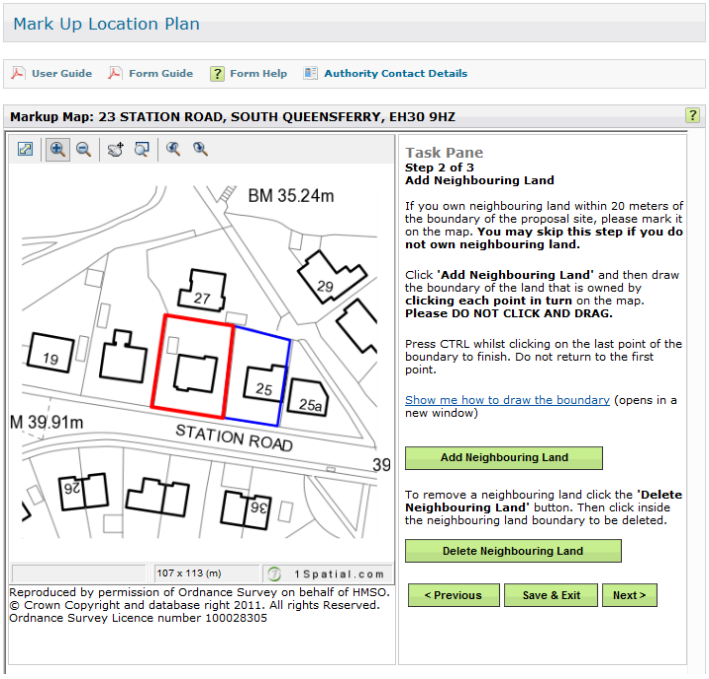
8. Press the **Add Site Boundary** button. Draw a boundary line around the property by clicking to place points on the map. The boundary line is automatically created between consecutive points. Continue, moving anticlockwise to place the corners of the site boundary (take care not to make the line cross itself). To place the last point and complete the shape, hold down the CTRL button when clicking.

Note If you are using an Apple Mac, to place the last point and complete the shape, hold down the SHIFT and CMD buttons when clicking.

If you want to redo the boundary, click on **Delete Site Boundary** then click inside the red boundary line to delete it. You can then draw the boundary again.

9. When you are finished, click on **Next**.

10. If you own land next to the site of the proposal, you can show this on the map as well by adding Neighbouring land.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107 x 113 (m)
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Task Pane
Step 2 of 3
Add Neighbouring Land
If you own neighbouring land within 20 meters of the boundary of the proposal site, please mark it on the map. You may skip this step if you do not own neighbouring land.
Click 'Add Neighbouring Land' and then draw the boundary of the land that is owned by clicking each point in turn on the map. Please DO NOT CLICK AND DRAG.
Press CTRL whilst clicking on the last point of the boundary to finish. Do not return to the first point.
Show me how to draw the boundary (opens in a new window)
Add Neighbouring Land
To remove a neighbouring land click the 'Delete Neighbouring Land' button. Then click inside the neighbouring land boundary to be deleted.
Delete Neighbouring Land
< Previous
Save & Exit
Next >

11. You can create a neighbouring land boundary by drawing a shape around the site that is next to the proposal site. Draw a boundary line around the area by clicking to place points on the map. The boundary line is automatically created between consecutive points. Continue, moving anticlockwise to place the corners of the site boundary (take care not to make the line cross itself). To place the last point and complete the shape, hold down the CTRL button when clicking.

Note If you are using a Mac, to place the last point and complete the shape, hold down the SHIFT and CMD buttons when clicking.

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12. If you want to do the boundary again, click on **Delete Neighbouring Land,** then click inside the red boundary line to delete it. You can then draw the boundary again.

13. When you are happy with the boundary, Click on **Next**

14. When you have finished marking up the plan, you can download and review the information that you have entered to confirm that it is correct. You may find it useful to save some of this information somewhere else for future use.

15. To save a PDF copy if the marked-up map, click on the **Download** button.

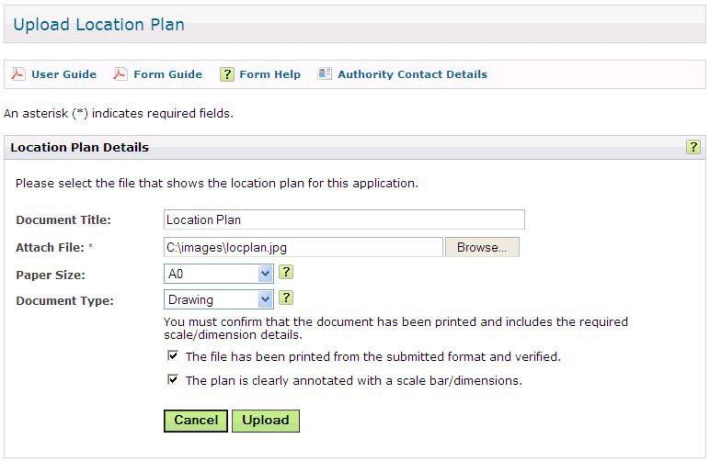
16. When you have finished, click the **Finish** button.

Your marked-up location plan will now be automatically attached to your proposal. You can change your location plan at any point until you have sent in your application. If you change your location plan, you must complete all steps and click the 'Finish' button to make sure you have created a new PDF.

Attach location plan

1. If you already own the location plan, you can choose to send this in by selecting **Attach Location Plan** on the Add location plan options page.

2. Click on whether you want to **Upload** an electronic copy of the location plan or **Post** in a hard copy.



3. To upload the plan, enter the document title and find the file.

   Select the paper size of the plan and what kind of document it is. It is important that these details are correct. Tick the boxes to show that you have printed the file and checked it contains the correct scale and dimension details, then click on the **Upload** button.

4. To show that you are going to post a hard copy of the plan, enter the document title, select the paper size of the plan and what kind of document it is. It is important that these details are correct. Tick the check box to show that you have followed these instructions, then click the **Save** button.

5. Once uploaded, you can view or remove a location plan by clicking on **Location Plan** in the Application summary.

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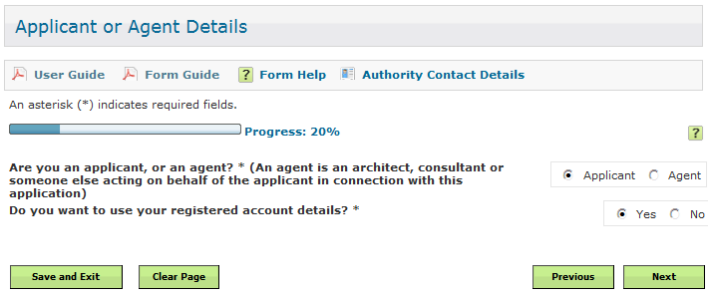
Application form

The application or appeal form itself has a number of different parts. You need to fill in each of these sections. Depending on the type of application, these may include the following.

- **Main Details** – the main body of the application form.
- **Certificates of ownership** – shows you the certificates of ownership you may need to provide and allows you to sign them electronically.
- **Checklist** – provides a checklist of items and activities which you need for this application before it can be completed.
- **Declaration** – allows you to review the application and sign an electronic declaration that it is accurate and a true representation of the information that you want to provide.

1. You can fill in each of these parts using a form wizard. Click on the part to open the wizard.


Applicant or Agent Details
User Guide
Form Guide
Form Help
Authority Contact Details
An asterisk (*) indicates required fields.
Progress: 20%
Are you an applicant, or an agent? * (An agent is an architect, consultant or someone else acting on behalf of the applicant in connection with this application)
Applicant
Agent
Do you want to use your registered account details? *
Yes
No
Save and Exit
Clear Page
Previous
Next

2. Navigate through the form using **Next** and **Previous** buttons, answering the questions (if there are 'mandatory questions' on the page you will not be able to go any further until you have answered these). The **Progress bar** at the top shows how far through the process you are.

3. You can clear the current page by clicking on the **Clear Page** button.

4. You don't have to fill in part of a form all in one sitting. You can save what you have done so that you can come back to it later by clicking on **Save and Exit**.

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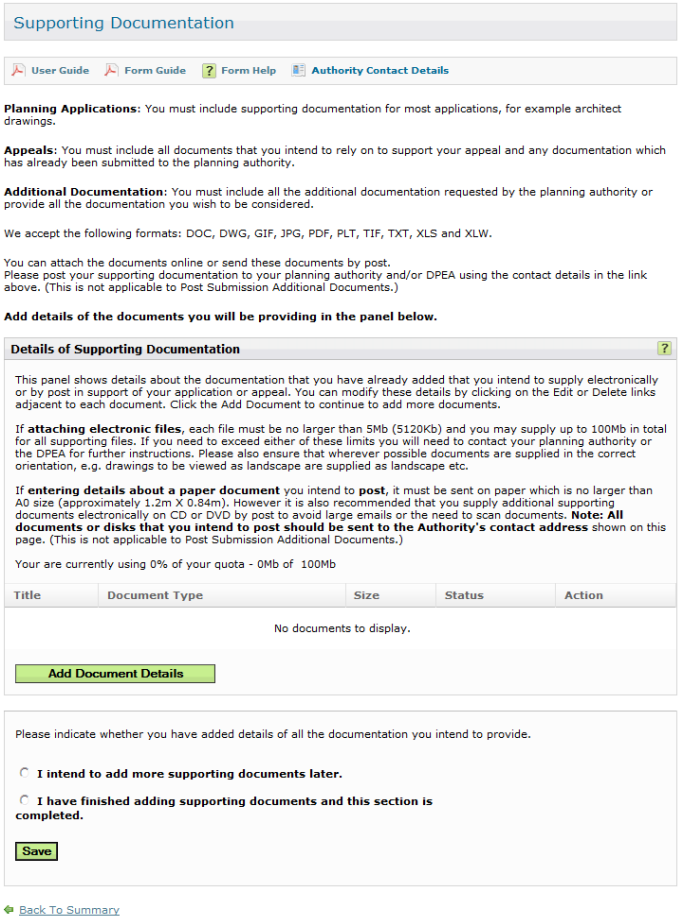
Supporting Documentation

You may want to upload or post other documents to support your application (for example, site photographs or architects' reports). The contact details of the planning authority are provided for your information.

1. To do this, click on **Supporting Documentation** in the Application summary page.


Supporting Documentation
User Guide
Form Guide
Form Help
Authority Contact Details
Planning Applications: You must include supporting documentation for most applications, for example architect drawings.
Appeals: You must include all documents that you intend to rely on to support your appeal and any documentation which has already been submitted to the planning authority.
Additional Documentation: You must include all the additional documentation requested by the planning authority or provide all the documentation you wish to be considered.
We accept the following formats: DOC, DWG, GIF, JPG, PDF, PLT, TIF, TXT, XLS and XLW.
You can attach the documents online or send these documents by post.
Please post your supporting documentation to your planning authority and/or DPEA using the contact details in the link above. (This is not applicable to Post Submission Additional Documents.)
Add details of the documents you will be providing in the panel below.
Details of Supporting Documentation
This panel shows details about the documentation that you have already added that you intend to supply electronically or by post in support of your application or appeal. You can modify these details by clicking on the Edit or Delete links adjacent to each document. Click the Add Document to continue to add more documents.
If attaching electronic files, each file must be no larger than 5Mb (5120Kb) and you may supply up to 100Mb in total for all supporting files. If you need to exceed either of these limits you will need to contact your planning authority or the DPEA for further instructions. Please also ensure that wherever possible documents are supplied in the correct orientation, e.g. drawings to be viewed as landscape are supplied as landscape etc.
If entering details about a paper document you intend to post, it must be sent on paper which is no larger than A0 size (approximately 1.2m X 0.84m). However it is also recommended that you supply additional supporting documents electronically on CD or DVD by post to avoid large emails or the need to scan documents. Note: All documents or disks that you intend to post should be sent to the Authority's contact address shown on this page. (This is not applicable to Post Submission Additional Documents.)
Your are currently using 0% of your quota - 0Mb of 100Mb
Title
Document Type
Size
Status
Action
No documents to display.
Add Document Details
Please indicate whether you have added details of all the documentation you intend to provide.
I intend to add more supporting documents later.
I have finished adding supporting documents and this section is completed.
Save
Back To Summary

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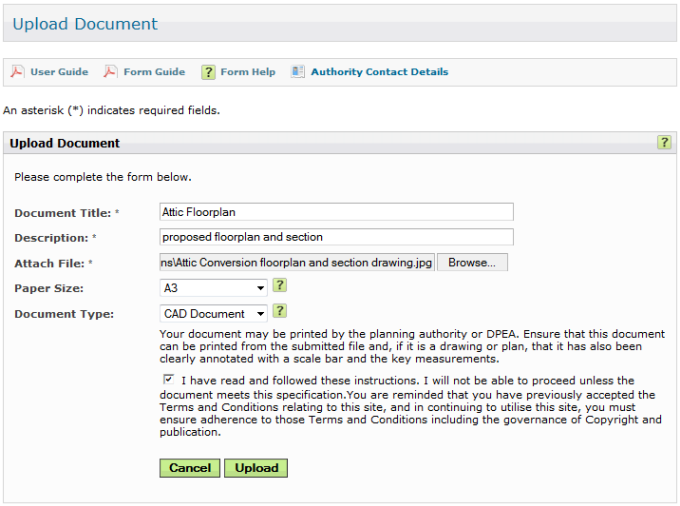
2. Click on the **Add Document Details** button.

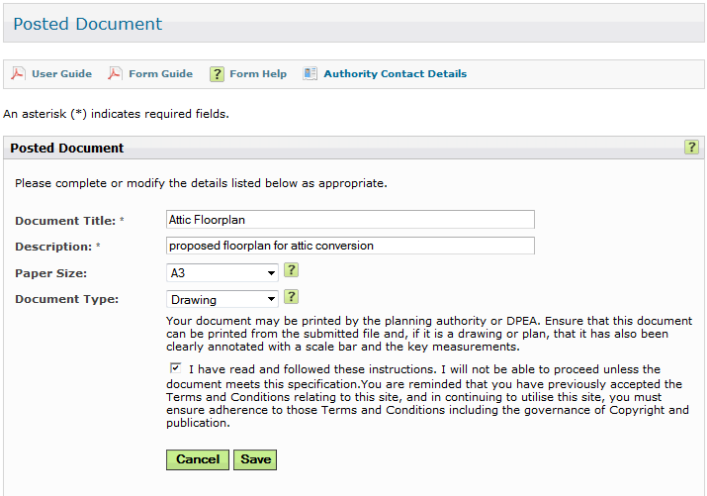

Upload Document
User Guide
Form Guide
Form Help
Authority Contact Details
An asterisk (*) indicates required fields.
Upload Document
Please complete the form below.
Document Title: *
Attic Floorplan
Description: *
proposed floorplan and section
Attach File: *
ns\Attic Conversion floorplan and section drawing.jpg
Browse...
Paper Size:
A3
Document Type:
CAD Document
Your document may be printed by the planning authority or DPEA. Ensure that this document can be printed from the submitted file and, if it is a drawing or plan, that it has also been clearly annotated with a scale bar and the key measurements.
I have read and followed these instructions. I will not be able to proceed unless the document meets this specification.You are reminded that you have previously accepted the Terms and Conditions relating to this site, and in continuing to utilise this site, you must ensure adherence to those Terms and Conditions including the governance of Copyright and publication.
Cancel
Upload

3. Enter the **Document title** and a short **Description**.

4. Browse to find the file on your PC.

5. Select the paper size of the document and select what kind of document it is. It is important that these details are correct. Tick the box to show that you have followed these instructions, then click on the **Upload** button.

6. If you want to record on the form that you want to post a document, select the option to post documents, then select the paper size of the document and select what kind of document it is. It is important that these details are correct. Tick the box to show that you have followed these instructions, then click on the **Upload** button.


Posted Document
User Guide
Form Guide
Form Help
Authority Contact Details
An asterisk (*) indicates required fields.
Posted Document
Please complete or modify the details listed below as appropriate.
Document Title: *
Attic Floorplan
Description: *
proposed floorplan for attic conversion
Paper Size:
A3
Document Type:
Drawing
Your document may be printed by the planning authority or DPEA. Ensure that this document can be printed from the submitted file and, if it is a drawing or plan, that it has also been clearly annotated with a scale bar and the key measurements.
I have read and followed these instructions. I will not be able to proceed unless the document meets this specification.You are reminded that you have previously accepted the Terms and Conditions relating to this site, and in continuing to utilise this site, you must ensure adherence to those Terms and Conditions including the governance of Copyright and publication.
Cancel
Save

7. Once documents have been uploaded or marked for posting, you can edit or delete them by entering the Supporting Documentation page again from the Application summary.

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Adding documents after submitting an application

If you find that you need to add documents after you have sent your application, or you have been asked to replace a document. you can do this from the proposal you have already created

1. In the Draft forms area of the Proposal summary click on the Add Additional Forms link and then select the option ‘Select forms from a list’. Scroll down the list, select Post Submission Additional Documents and click on Add Forms.

2. You will be returned to the Proposal summary page once you have added the Post Submission Additional Documents form, you will now have the form in the Draft forms section of the Proposal summary page.

3. Click on this form to access the Application Summary page.

4. Each element of the application has a status displayed. You need to fill in each element and change all of the status indicators to ticks.

5. Please refer to the notes in the section above on how to add supporting documents.

6. Remember that you do not have to fill in an application all at once, you can log out and return to fill more of it in at a later time.

Crystal Mark 21291
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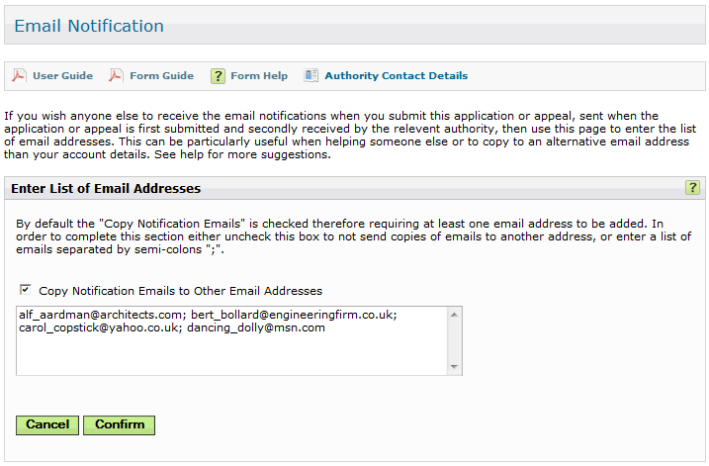
Email Notification

If you want to let people know when you send in this application, you can enter a list of email addresses in the Email Notification tool.

1. Click on Email Notification in the **Application and appeals summary** page.


Email Notification
User Guide
Form Guide
Form Help
Authority Contact Details
If you wish anyone else to receive the email notifications when you submit this application or appeal, sent when the application or appeal is first submitted and secondly received by the relevent authority, then use this page to enter the list of email addresses. This can be particularly useful when helping someone else or to copy to an alternative email address than your account details. See help for more suggestions.
Enter List of Email Addresses
By default the "Copy Notification Emails" is checked therefore requiring at least one email address to be added. In order to complete this section either uncheck this box to not send copies of emails to another address, or enter a list of emails separated by semi-colons ";".
Copy Notification Emails to Other Email Addresses
alf_aardman@architects.com; bert_bollard@engineeringfirm.co.uk; carol_copstick@yahoo.co.uk; dancing_dolly@msn.com
Cancel
Confirm

2. Enter a list of email addresses in the box provided. Separate each address with a semicolon (;).

3. Tick the checkbox to send the emails, then click on the **Confirm** button.

4. If you do not want to send any email notices, remove the tick from **Copy Notification Emails to Other Email Addresses** and press **Confirm**.

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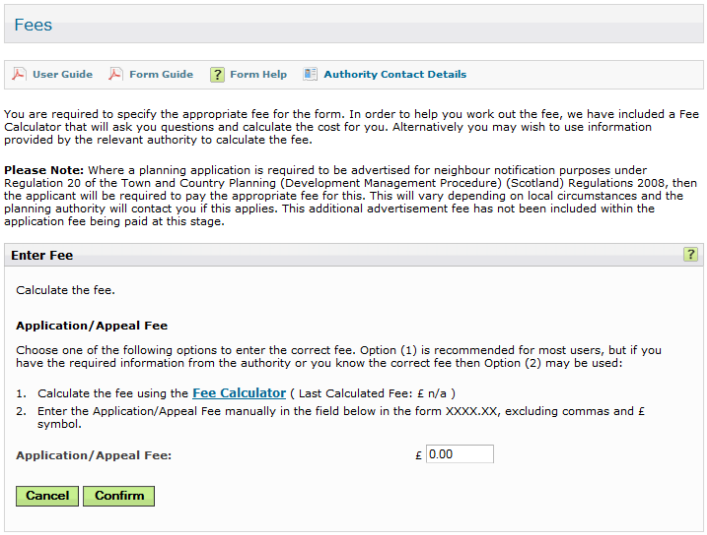
Fee

The Fees part lists the chargeable parts that apply to your application, helps you to work out the total due and allows you to pay online. You can use the fee calculator to work out what you need to pay.

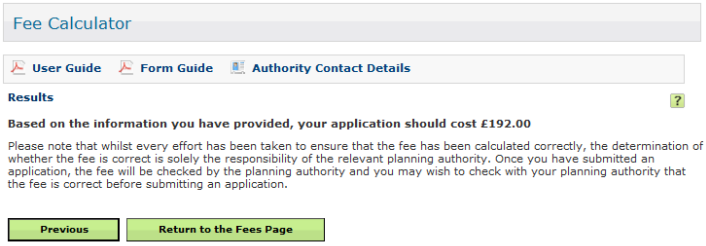
Note Not all applications or appeals have a fee. If this is the case, this option will not be present.

1. Click on **Fee** in the Application summary.


Fees
User Guide
Form Guide
Form Help
Authority Contact Details
You are required to specify the appropriate fee for the form. In order to help you work out the fee, we have included a Fee Calculator that will ask you questions and calculate the cost for you. Alternatively you may wish to use information provided by the relevant authority to calculate the fee.
Please Note: Where a planning application is required to be advertised for neighbour notification purposes under Regulation 20 of the Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2008, then the applicant will be required to pay the appropriate fee for this. This will vary depending on local circumstances and the planning authority will contact you if this applies. This additional advertisement fee has not been included within the application fee being paid at this stage.
Enter Fee
Calculate the fee.
Application/Appeal Fee
Choose one of the following options to enter the correct fee. Option (1) is recommended for most users, but if you have the required information from the authority or you know the correct fee then Option (2) may be used:
1. Calculate the fee using the Fee Calculator (Last Calculated Fee: £ n/a)
2. Enter the Application/Appeal Fee manually in the field below in the form XXXX.XX, excluding commas and £ symbol.
Application/Appeal Fee:
£ 0.00
Cancel
Confirm

2. To work out the fee that you need to pay, click on **Fee Calculator** (this is also available direct from the left-hand menu). Or, if you already know what the fees are, you can type them into the box.

3. Follow the wizard through, answering all of the questions to arrive at the charges that apply. Click on **Return to the Fees Page** and you will find that the fee amount is in the Application/Appeal Fee box.


Fee Calculator
User Guide
Form Guide
Authority Contact Details
Results
Based on the information you have provided, your application should cost £192.00
Please note that whilst every effort has been taken to ensure that the fee has been calculated correctly, the determination of whether the fee is correct is solely the responsibility of the relevant planning authority. Once you have submitted an application, the fee will be checked by the planning authority and you may wish to check with your planning authority that the fee is correct before submitting an application.
Previous
Return to the Fees Page

4. Click on the **Confirm** button.

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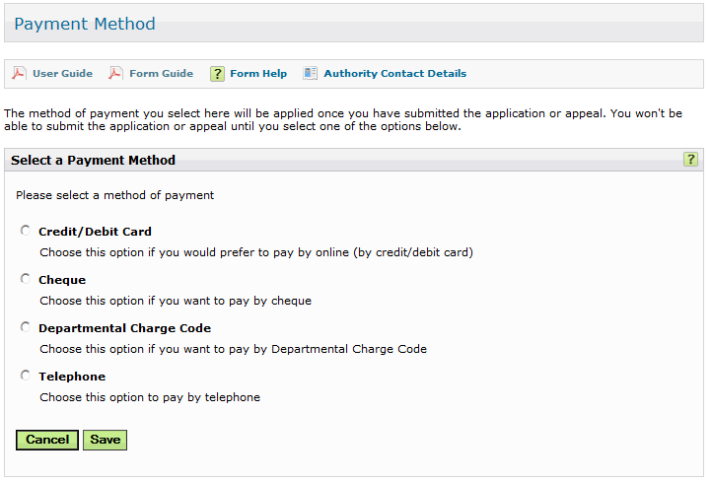
Payment method

In the Application summary page click on **Payment Method**.


Payment Method
User Guide
Form Guide
Form Help
Authority Contact Details
The method of payment you select here will be applied once you have submitted the application or appeal. You won't be able to submit the application or appeal until you select one of the options below.
Select a Payment Method
Please select a method of payment
Credit/Debit Card
Choose this option if you would prefer to pay by online (by credit/debit card)
Cheque
Choose this option if you want to pay by cheque
Departmental Charge Code
Choose this option if you want to pay by Departmental Charge Code
Telephone
Choose this option to pay by telephone
Cancel
Save

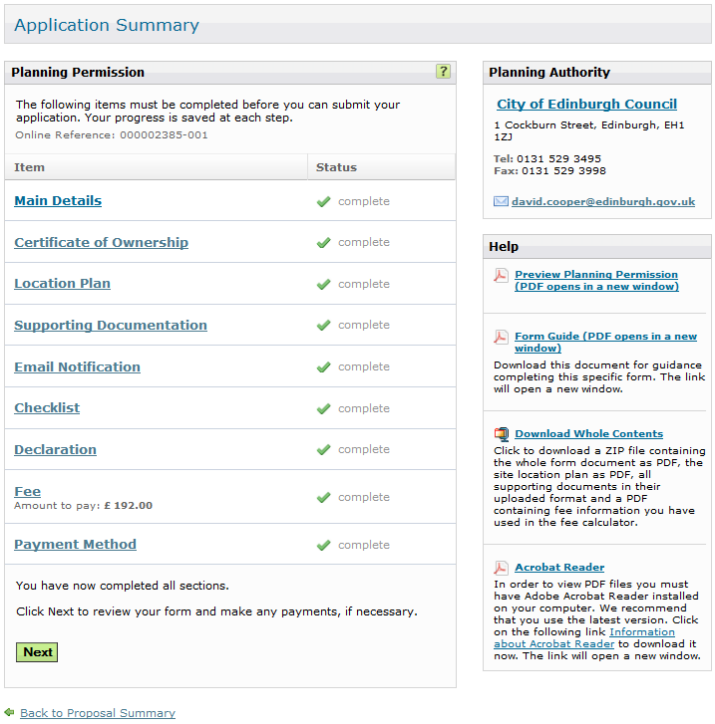
Choose how you want to pay the fees. Your application or appeal will not be processed until payment is received.

- **Online** – pay using a credit or debit card when you send in the application.
- **Cheque** – send a cheque to your local authority.
- **Departmental Charge Code** – for local authority departments to register an internal payment.
- **Telephone** – make a payment over the phone.

Note Your planning authority may offer all or only some of these options.

Sending in the application

1. Once you have filled in all of the parts of the application or appeal, you have a new option to continue to the next page and send in the application.


Application Summary
Planning Permission
The following items must be completed before you can submit your application. Your progress is saved at each step.
Online Reference: 000002385-001
Item
Status
Main Details
complete
Certificate of Ownership
complete
Location Plan
complete
Supporting Documentation
complete
Email Notification
complete
Checklist
complete
Declaration
complete
Fee
Amount to pay: £ 192.00
complete
Payment Method
complete
You have now completed all sections.
Click Next to review your form and make any payments, if necessary.
Next
Planning Authority
City of Edinburgh Council
1 Cockburn Street, Edinburgh, EH1 1ZJ
Tel: 0131 529 3495
Fax: 0131 529 3998
david.cooper@edinburgh.gov.uk
Help
Preview Planning Permission (PDF opens in a new window)
Form Guide (PDF opens in a new window)
Download this document for guidance completing this specific form. The link will open a new window.
Download Whole Contents
Click to download a ZIP file containing the whole form document as PDF, the site location plan as PDF, all supporting documents in their uploaded format and a PDF containing fee information you have used in the fee calculator.
Acrobat Reader
In order to view PDF files you must have Adobe Acrobat Reader installed on your computer. We recommend that you use the latest version. Click on the following link Information about Acrobat Reader to download it now. The link will open a new window.
Back to Proposal Summary

2. Click on the **Next** button. Review the Submission summary page. If you are happy that the application is as you want it, click on the **I Accept** button and then the **Submit** button.

3. If you chose to pay any fees online, do this now. If you chose to pay by cheque or phone, enter the details in the **Submission payment screen**.

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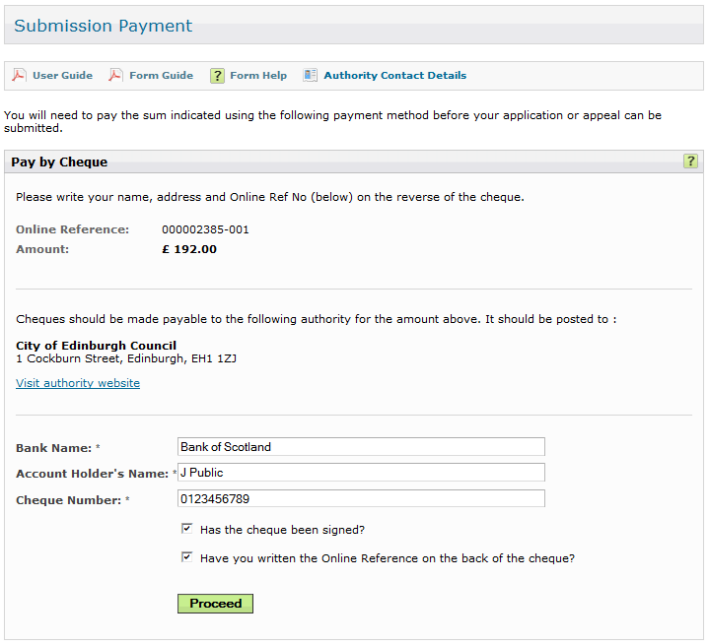
Submission Payment
User Guide
Form Guide
Form Help
Authority Contact Details
You will need to pay the sum indicated using the following payment method before your application or appeal can be submitted.
Pay by Cheque
Please write your name, address and Online Ref No (below) on the reverse of the cheque.
Online Reference: 000002385-001
Amount: £ 192.00
Cheques should be made payable to the following authority for the amount above. It should be posted to :
City of Edinburgh Council
1 Cockburn Street, Edinburgh, EH1 1ZJ
Visit authority website
Bank Name: * Bank of Scotland
Account Holder's Name: * J Public
Cheque Number: * 0123456789
Has the cheque been signed?
Have you written the Online Reference on the back of the cheque?
Proceed

4. Once you have filled in the relevant sections, press **Proceed**.

5. If you chose to send email notices to other users, they will be sent an email now.

6. The completed Submission summary page displays all of the relevant information about your appeal or application. You can view the application in PDF format by clicking on **View Form PDF (opens in a new window)**.

7. Your application or appeal will be kept on the system for 90 days after you send it.

   To keep a copy for your records, click on **Download a copy of my submission** and save the file to your PC. Or, you can get a printed copy of the summary by clicking on **Printable Version (opens in new window)** and pressing Print.

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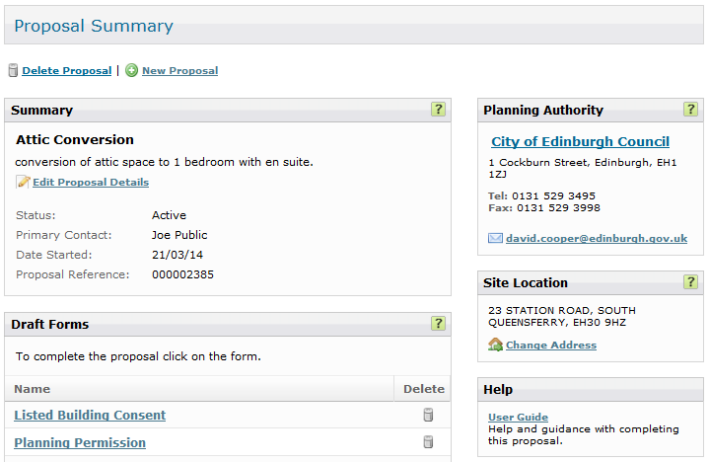
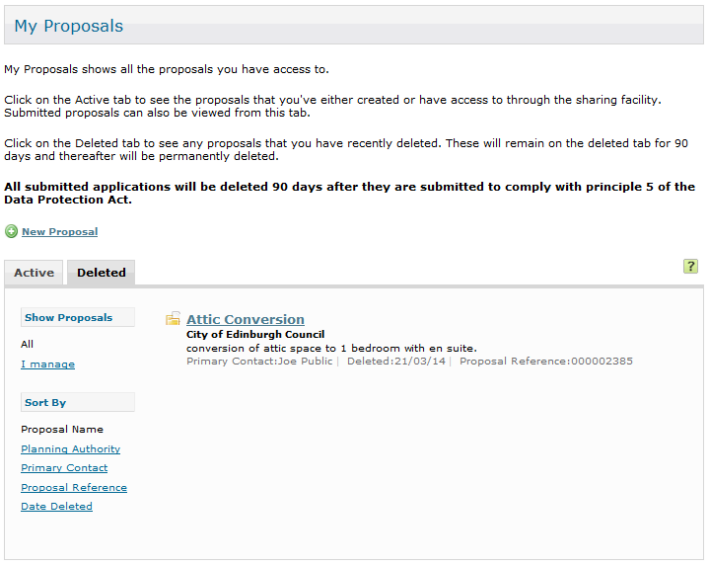
Deleting proposals

1. If you no longer need a proposal, you may decide to move it from the Active list in the My proposals page to the Deleted tab. This removes the proposal, but allows you to refer to it for up to 90 days after it was deleted. To do this, click on **Delete Proposal** in the Proposal summary page.



2. To view deleted proposals, click on the **Deleted** tab in the My proposals page.


My Proposals
My Proposals shows all the proposals you have access to.
Click on the Active tab to see the proposals that you've either created or have access to through the sharing facility. Submitted proposals can also be viewed from this tab.
Click on the Deleted tab to see any proposals that you have recently deleted. These will remain on the deleted tab for 90 days and thereafter will be permanently deleted.
All submitted applications will be deleted 90 days after they are submitted to comply with principle 5 of the Data Protection Act.
New Proposal
Active
Deleted
Show Proposals
All
I manage
Sort By
Proposal Name
Planning Authority
Primary Contact
Proposal Reference
Date Deleted
Attic Conversion
City of Edinburgh Council
conversion of attic space to 1 bedroom with en suite.
Primary Contact:Joe Public | Deleted:21/03/14 | Proposal Reference:000002385

3. Under Show proposals, click on **All** to display all of the proposals that were available to you or click on **I manage** to display only the proposals for which you were the primary contact.

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4. You can sort the deleted proposals in a number of ways

   - **Proposal Name** – sort alphabetically by the name of the proposals
   - **Planning Authority** – sort alphabetically by the planning authority
   - **Primary Contact** – sort alphabetically by the primary contact
   - **Proposal Reference** – sort by the proposal reference
   - **Date Deleted** – sort chronologically by the date your proposals were deleted.

5. Once a proposal has been deleted, you can return it to the Active list again by opening the proposal and clicking on **Restore Proposal**.

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